

# POS MANAGER – PRODUCT MAINTENANCE (F&B, Restaurant, Pub, Bar, Etc.)

Product Maintenance is exactly what it sounds like. This is the area in POS Manager where new product is added is added into the system/inventory and where it managed or 'maintained'. This Tip-sheet covers;

- Product Maintenance Overview
- Purchasing Item Product Management
- Adding New Purchasing Items
- LDB/BDL/CLS Price List Information Screen
- Selling Item Product Management
- <u>Recipes / Adding/Editing Selling Item Recipes</u>
- Adding New Selling Product
- Forced Modifiers
   <u>Creating New Modifiers</u>
   <u>Linking existing Selling Items to Modifier(s)</u>

Accessing Product Maintenance

If there is no Speed Button, from the office POS Manager, go to >Product Service

>Product

#### >Maintenance

Rin8							ger V 2015.04.01	1					- 🗆 🗙
Files Setup Product Set	ervice		Customers	Inventory Re									
Product	•	Maintenance			Begin Period for	May 1, 2015	Price List & L	TO for May 31, 3	2015				
Category Size Size Group		On Hand Location	al	Sales Rep	Sales By Ingredients	Evaluation Report	Re-Order Report	Inventory Report	Closing Form	Sales Details	Hourly Report	Journal	Modifiers link
Size Group Prices Info Price Changes Price Ranges Price Iist Price Groups Cost Groups Labels Daily Info Baskets Modifiers Iink Discounts by Points Scheduler		Clean up product Special Schedule Tasting Notes Recipe						1	<u> </u>	1		¢	partet
Login as administrator		C:\Barnet	Pub\POSS	etup.exe [	2015-05-25 9:39:59 Pf	VI ]							

## **Product Maintenance Overview**

The Toolbar Icons

Add New Product (This icon appears in many different areas of the POS Manager. When this icon appears, it is a means for ADDing information)

Enter editing mode for the highlighted or open information

Delete Item – Caution! There is no "undo" option!

- 🖾 Column Search
- Print Options
- Close the open screen
- Search All Columns Searches all grid columns
- Export to Excel Export the open information to an Excel file for use elsewhere

Fields Select the product information fields to display in the Product Grid

- Apply for all Apply a change to multiple Items This option is only available for specific columns
- Selling Items Display Selling Items only

Purchasing Items Display Purchasing Items only

Only daily specials Display Only Daily Specials

The Product Grid displays a snapshot of product information. Use the FIELDS option to customize your snapshot. In this Selling Item Grid example, the fields have been set to display the product CSPS (sku), Description, Category, Group, Units, Price, Cost and Margin%.

Rins						Product	t		
Apply Price As Bo	nus Apply staff price as LDB	Price list	_						
🔶 😭 🗕 🖾		0		ields	Apply fo	all I	Selling I	toma Purc	hasing Items Only daily spec
<b>u</b> 34 - 148				icids	oppiy to	an	Sening		lasing items only daily spec
Don't show a	delisted Items count								
CSPC ID	Description	Category ID	Group	Units	Price All/M	Base Cost	Net Cost	Margin %	
1021013	67-BTL	BEER BTL D	BEEB BTL	330ML BTL	5.00	1.74	1.74	65.2	
1021007	BUD-BTL	BEER BTL D	BEER BTL	330ML BTL	5.05	1.59	1.59	68.5	
1021009	CANADIAN-BTL	BEER BTL D	BEER BTL	330ML BTL	5.00	1.59	1.59	68.2	
1039009	CANADIAN-BUCKET	BEER BTL D	BEER BTL	330ML BTL	45.00	6.36	6.36	85.9	
20101012	CNK BOTTLE	BEER BTL D	BEER BTL	330ML BTL	4.00	1.59	1.59	60.3	
20101015	CNK-BUCKET	BEER BTL D	BEER BTL	330ML BTL	18.00	6.36	6.36	64.7	
20101013	CNK67 BOTLE	BEER BTL D	BEER BTL	330ML BTL	4.75	1.74	1.74	63.4	
20101016	CNK67-BUCKET	BEER BTL D	BEER BTL	330ML BTL	18.00	6.96	6.96	61.3	
1021010	COORS LIGHT-BTL	BEER BTL D	BEER BTL	330ML BTL	4.95	1.59	1.59	67.9	
1021001	KEITHS-BTL	BEER BTL D	BEER BTL	330ML BTL	5.25	1.61	1.61	69.3	
1021012	KOKANEE-BTL	BEER BTL D	BEER BTL	330ML BTL	5.05	1.59	1.59	68.5	
1021011	LGD-BTL	BEER BTL D	BEER BTL	330ML BTL	5.05	1.61	1.61	68.1	
20101063	MOLSON M	BEER BTL D	BEER BTL	330ML BTL	4.95	1.87	1.63	67.1	
1031002	BECKS-BTL	BEER BTL P	BEER BTL	330ML BTL	5.65	1.86	1.86	67.1	
1031007	CORONA-BTL	BEER BTL P	BEER BTL	330ML BTL	5.60	1.63	1.63	70.9	
1021004	HEINEKEN-BTL	BEER BTL P	BEER BTL	330ML BTL	5.60	1.96	1.96	65	
1031004	MILLER -BTL	BEER BTL P	BEER BTL	330ML BTL	5.35	1.63	1.63	69.5	

*Tip! Click a column header to sort the grid by that column's info. Ie: Click DESCRIPTION to sort the grid alphabetically by product description. Click DESCRIPTION a second time to reverse the display order. Hold down the Ctrl button and click a second column header to add secondary criteria to the sort.* 

## **PRODUCT MANAGEMENT**

<u>Purchasing Items</u> are the items purchased and used to create Selling Items. For example, a 24 pack of Corona is the Purchasing Item used to create a single bottle of Corona as a Selling Item. Or a carton of eggs are the Purchasing Item used to create an omelet as the selling item.

Let's start with Product Management for PURCHASING ITEMS. When you open Product Maintenance, the Selling Product Grid is shown by default. Click on PURCHASING ITEMS to switch grids.

10				Proc	duct (Opdate)								
Apply Price As Bor	nus Apply staff price	as <u>C</u> reate Labels <u>L</u> DB Price list											
🕂 😒 🗕 🔯	🗀   🍮 🕶   🗙   1	AA DI	📓 🛛 Fields	Apply for	all Selling Items	urchasing Items Uly	daily specials						
	Items count												
CSPC ID	Barcode	Description	CSPC ID	Barcode	Description	Category ID	Group	Units	Price 1	Base Cost	Net Cost	Marg	
915199	1023019	KOK 18-ING	915199	1023019	KOK 18-ING	BEER BTL D	BEER BTL	18PK	0.00	32.99	28.69		
909523	1023012	KOKANEE-ING	909523	1023012	KOKANEE-ING	BEER BTL D	BEER BTL	24PK	105.05	43.99	38.25		
914010	1023020	LABATT GENUINE-ING	914010	1023020	LABATT GENUINE-ING	BEER BTL D	BEER BTL	12PK	0.00	22.25	19.35		
613943	1033019	RECKS DZJNG	6139/3	1033019	RECKS DZJNG	REER BTI P	REER BTI	12PK	0.00	25.69	22.34		

Double click on a product in the Product Grid to open the Product Management Window. Corona 24 Pack bottles is used for this example.

The **left side** of the Product Management screen displays the product details.

- CSPC ID (SKU) The secondary, or vendors product identity.
- Barcode (Product ID) Is the primary and unique identity for POS Manager and is usually the bar code on the product.
- Description The name of the product.

General Tab info is shown by default. This info includes:

- Category, Group & Cond Determines the taxes to be applied to both purchasing and sales. The Category is also used for organizing, sorting, searching, inventory and planning purposes.
- Units Original product size.
- Size Rate Number of individual units for Selling Items.
- Price Group Determines conformed pricing for items in this group. (ie: Margin or Mark-up to apply to items in this group)
- Base Cost Cost before purchasing discounts. (This does not apply to all business models)
- Net Cost Actual product cost.
- Margin \$ and Mark Up % are determined by cost/selling price
- Tax Info This is relative to the product group (Set-up when Groups are set-up as some groups have different taxes applied.)
- Deposit Price Determined by original pack size.
- Litter Weight Determined by original pack size.
- Weight Optional.
- Sweetness Typically used for Wine.
- Delisted Used when a product will no longer be ordered/sold.
- Insert To add a new item
- Clone Clone an item's details to create a new product

With the exception of TAXES, any details in a white box may be edited. Make sure to SAVE any changes.

C Product C Ingredients CSPC ID Bacode Description I [CORONA 24-ING For Kitchen] For Kitchen Becene Nore Stock Category, Group & Cond.Group BEER BTL P V Kitchen BEER BTL P BEER BTL P Category, Group & Cond.Group BEER BTL P Size rate 24 Price Group 24 PACK V V Size rate 24 Price Group 24 PACK V V Size rate 24 Size rate 24 Price Group Category Cond. Stock Category Group & Cond.Group BEER BTL P Size rate 24 Price Group Category Cond. Stock Category Group & Cond.Group BEER BTL P Category Group & Cond.Group BEER BTL P Size rate 24 Price Group Category Cond. Stock Category Group & Cond.Group BEER BTL P Category Group & Cond.Group BEER BTL P Size rate 24 Price Group Category Group & Cond.Group BEER BTL P Size rate 24 Size rate 24 Price Group Category Group & Cond.Group BEER BTL P Size rate 24 Size rate	Portion Size 3304L BTL # of Cost Price 24 1.37 Price 24 1.37 0.00 Price Lit Use by Sales Product Infomation PRICE LIST: Product D: 7501064196287 CSPC ID 574574 Descripti n: CORONA EXTRA Case ID: BDL ID: Category Beer Import Gategory D: Mexico And Caribbean Base Cos: 38.16 Deposit Frice: 2.4 Date Effect: 2015-05-31 Sweetness : Alcohol 9: 4.6 Size: 0.33 Type: IM PORT R 2 Distribute r: LABATT BREWERIES OF CANADA	
✓ ► Insert Save Close Clone	Search [F3]	Edit by LDB Price List [F5]

The MORE Tab details may be edited any time. (Make sure to SAVE any changes.)

The MORE tab information:

- Alternative ID Add secondary Barcode (Good for new wine vintages, etc.)
- New Price
- 2 Fors Special promotions (ie: 2 for \$10.00)
- Bonus Points (For Loyalty/Rewards Programs)
- Country (Typically used for Wine)
- Status (General, Spec, etc.)
- Vendor
- Last Received (Automatically carried over from the receiving process)
- Last Sold (Automatically carried over from daily sales)
- Order by Case –Used when this product must be ordered by the case. (This info is used with the reordering system.)
- Special for My Own Drink List

574574 1033021 CORONA 24-ING CORONA 24-ING Por C Produc Ingredients 330 CSPC ID Price Description CORONA 24-ING LDB Barcode 574574 PRIC 1 For Kitchen PIC DC BC C BC C BD DS A S I T D More tock | New price **Bonus Points** 0.00 0.00 0.00 BDI - 🤣 - 🛷 2013-11-28 🗵 6:01:00 AM 🛨 🗉 12:00:00 AM 🔶 Order by case Special for My Own Drink List Monday Tuesdau 🗌 Wednesday 🔲 Thursday Saturday 🗌 Friday 🗌 Sunday • ► Insert Save Close Clone

**The STOCK Tab** displays information used by the Re-Order systems. While ordering can be done without this information, taking the time to set-up this info will make re-ordering, faster, easier and more accurate. These details may be edited any time. (Make sure to SAVE any changes.)

STOCK tab details:

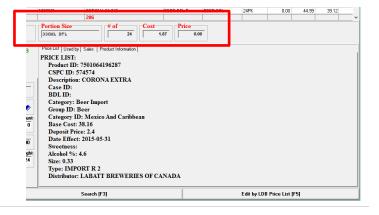
- On Hand displays product on hand at the location. Receiving, Inventory Counts, Adjustments and Sales determine the On Hand.
- Min. Stock (aka Par Level) is the minimum amountof this product that should be kept on hand at all times.
- Mult. For Order is the minimum number of this product to purchase at a time.
- Cooking Loss
- Selling Item Link is the link to the Selling Item
- Base Cost is determined when linking product.
- Stock Rate Multiplier

The **right side** of the Product Management screen displays product details:

- PORTION SIZE
- #OF portions in the original pack size
- COST of an individual portion/unit
- PRICE of an individual selling portion/unit

These details are determined when adding or editing a Purchasing Product.

	574574	103302	21	CORONA 24	ING		CORONA 24-ING	
	Total items:			286			286	
	C Product			ωI	ngredients			<b>Por</b>
	CSPC ID 574574	Barc 1033	3021	Descript CORON For Kitcl	A 24-ING		LDB	Price PRI I
	General More On hand Selling Item ID 103100	12.75 Link	Min. Stock	2	t. For Order 3.00 T B		ing loss 1	
	Stock Rate Multiplier	0.00						
-	<b>→                                    </b>	Insert	Save	Close		Clone	1	

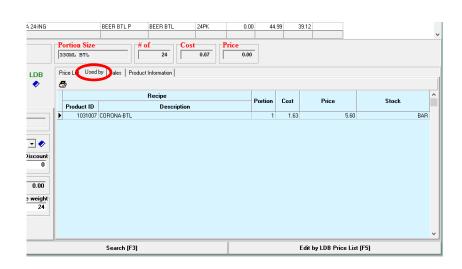


**The PRICE LIST Tab** – By default, the PRICE LIST Tab info is displayed. This is product listing information for alcohol product available from LDB (incl BDL) and CLS information. (This applies to BC and AB)

C Product & Ingredients	Portion Size # of Cost Price	
CSPC ID Barcode Description I LDF 574574 1033021 For Kitchen Ø	Price List sed by   Sales   Product Information   PRICE LIST: Product ID: 7501064196287	
General More   Stock   Category, Group & Cond, Group BEER BTL BEER Units Size rate Price Group	CSPC ID: 574574 Description: CORONA EXTRA Case ID: BDL ID: Category: Beer Import	
24 PACK     24     24       Base Cost     Net Cost     Margin \$       [LIS]     44.39     -44.39       02     -       Selling Taxes     PST 7%       UQTAX 1     Tax Include Amount	Base Cost: 38.16 Deposit Price: 2.4 Date Effect: 2015-05-31	
Deposit price     Litter Weight     Full bottle weight       2.40     0 330ML BTL     2       Weight     Sweetness     Delisted	Sweetness:	

# The USED BY Tab displays information for selling product / product recipe. It includes:

- Product ID
- Description
- Portion
- Cost
- Price
- Stock

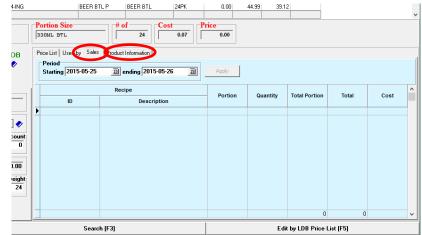


The SALES Tab Displays product sales details for a specific period.

This information includes:

- Period, sales details for a selected Starting and Ending period. (Make sure to clcik APPLYwhen changing these dates torefresh the details.
- Recipe details for the set period.

**The Product Information Tab** is an area to enter/display notes specific to this product.



## ADDING NEW PURCHASING ITEMS

#### From PRODUCT MAINTENANCE

- Click PURCHASING ITEMS
- Click the 🔹 icon to open the Product Management box

1				Product							
oply Price As Bor	nus Apply staff price	as Create Labels LDB Price list					_				
- 🕜 🗕 🖾	🗆 🗇 - 🗙 👔	h D	📓 Fields Ap	ply for all Se	elling Items 🚺	Purchasing Ite	ems July da	aily special	s		
							<u> </u>				
	Items cou	int									
							Price	Base			
CSPC ID	Barcode	Description	Description	Category ID	Group	Units	1	Cost	Net Cost	Margin %	
61887	1033020	SPRING-1516 BTL	SPRING-1516 BTL	BEER BTL P	BEER BTL	12PK	0.00	19.99	17.38		
615674	1033005	STELLA-ING	STELLA-ING	BEER BTL P	BEER BTL	12PK	30.35	25.49	22.17	27	
340569	1043002	ALEXANDER KIETHS DR-ING	ALEXANDER KIETHS DR-ING	BEER DR D	BEER DR	58.7L	0.00	220.00	191.31		
696674	1043008	BLACK LABEL-ING	BLACK LABEL-ING	BEER DR D	BEER DR	58.7L	0.00	169.99	147.82		
909820	1043005	CANADIAN DR-ING	CANADIAN DR-ING	BEER DR D	BEER DR	58.7L	0.00	209.99	182.61		
	1043006	COORS LIGHT DR-ING	COORS LIGHT DR-ING	BEER DR D	BEER DR	58.7L	0.00	209.99	182.61		
909846				BEER DR D	BEER DR	50L	0.00	255.00	221.75		
909846 128058	20101082	IMPERIAL IPA 50L	IMPERIAL IPA 50L	DEEN DN D							

Enter the new Product's Details

Total items:	286								
C Product	© Ingr	edients	Por	rion Size	# of1	Cost 0.00	Price 0.00		
CSPC ID 18 General   More   S Category, Group Units Base Cost 0.00 Selling Taxes GST 52 Deposit price 0.00 Weight 0	Lond Group	I DB Price Group Mark Up D2 Tax Include Amount 0.00 Full bottle weight 1	PR	a List Used by Sales   I CE LIST: Froduct ID: 7289000 CSPC ID: 18 I escription: HEINEJ Case ID: HDL ID: Category ID: Europe Hase Cost: 10.29 I eposit Price: 0.6 I ate Effect: 2015-04 Sweetness: Alcohol %: 5 Ze: 0.33 Pipe: IMPORT 2 I istributor: MOLSO	KEN LAGER ort -01				
<b>م ⊢</b> In	isert Save Close		Searc	# [F3]				Edit by LDB Price List [F5]	

- Category, Group & Cond Determines the taxes to be applied to both purchasing and sales. The Category is also used for organizing, sorting, searching, inventory and planning purposes.
- Units Original product size.
- Size Rate Number of individual units for Selling Items.
- Price Group Determines conformed pricing for items in this group. (ie: Margin or Mark-up to apply to items in this group)
- Base Cost Cost before purchasing discounts. (This does not apply to all business models)
- Net Cost Actual product cost.
- Margin \$ and Mark Up % are determined by cost/selling price
- Tax Info This is relative to the product group (Set-up when Groups are set-up as some groups have different taxes applied.)
- Deposit Price Determined by original pack size.
- Litter Weight Determined by original pack size.
- Weight Optional.
- Sweetness Typically used for Wine.

**SPECIAL NOTE** – For LDB/BDL/CLS items, enter the CSPS(SKU) and if it is a listed product, the information will show-up in the PRICE LIST window on the right. You can import the many of theimportant details by clicking LDB next to the product DESCRIPTION. Alternately, if the CSPS or PRODUCT ID is unknown, you can

search and import listed product by clicking on the little Blue Book 📌 next to DESCRIPTION.

Once the GENERAL Tab information has been entered, switch tabs and enter the MORE and STOCK details if necessary. (Refer back to <u>MORE Tab info</u>, <u>STOCK Tab info</u> and <u>PRODUCT INFO Tab</u> for details description.)

## SELLING ITEM MANAGEMENT

From Product Maintenance;

- Select SELLING ITEMS
- Double click on a product in the Product Grid to open the Product Management box

RWS					Pro	duct (Up	date)			×
Apply Price As Bor	us Apply staff price as LDB F	Price list								
🕂 😭 🗕 🔯	🗆 🍜 + 🗙 🛤	D,	🛛 🔛 Fi	elds	Apply fo	rall 🎽	Selling	Items P	urchasing Items Only daily specials	
🗆 Don't show d	elisted Items count						-			
66000 ID	<b>n</b>	ID	6		Price	Base				^
CSPC ID	Description	Category ID	Group	Units	AII/M	Cost	Net Lost	Margin %		
1021011	LGD-BTL	BEER BTL D	BEER BTL	330ML BTL	5.05	1.61	1.61	68.1		
20101063	MOLSON M	BEER BTL D	BEER BTL	330ML BTL	4.95	1.87	1.63	67.1		
1031002	BECKS-BTL	BEER BTL P	BEER BTL	330ML BTL	5.65	1.86	1.86	67.1		
1031007	CORONA-BTL	BEER BTL P		330ML BTL				70.9		
1021004	HEINEKEN-BTL	BEER BTL P	BEER BTL	330ML BTL	5.60	1.96				
1031004	MILLER -BTL	BEER BTL P	BEER BTL	330ML BTL	5.35	1.63	1.63	69.5		
1031010	SLEEMAN HONEY-BT	BEER BTL P	BEER BTL	330ML BTL	5.40	1.62	1.62	70		

View/Edit the main Product Details On the left side of the **Product Management box** 

- Product ID
- Description

GENERAL tab info:

- Category, Group & Cond Group Determines the taxes to be applied to sales. (The Group & Cond. Group are automatically determined by the Category.)
- Units
- Price Group Determines conformed Selling Pricing for items in this group. (ie: Margin or Mark-up to apply to items in this group)
- Price Enter a set Selling Price in the All/M box if the Price is the same every day of the week. Enter a Price in a specific day box to set a special Selling Price for that day.
- Base Cost Cost before purchasing discounts. (This does not apply to all business models)
- Net Cost Actual product cost.
- Margin \$ and Mark Up % are determined by cost/selling price
- Tax Info This is relative to the product group (Set-up when Groups are set-up as some groups have different taxes applied.)
- Weight Optional.
- Sweetness Typically used for Wine.
- Delisted Used when a product will no longer be ordered/sold.
- **SAVE** any changes made.

## The MORE tab info

Optionally, Set-up secondary product information:

- "2 Fors" Special pricing for multiples of 2 (ie: 2 for \$10.00)
- Bonus Points Enter points earned when purchasing this product if you have a Loyalty program set-up.
- Country Typically used for wine and beer
- Status (Spec, General, etc.)
- Staff Price Optionally, enter a selling price for staff (This does not need to be done if a Staff Discount group has been set-up to cover staff sales.)
- Discount Enter timed discount details. Good option for in store promotions, tastings, etc.)
- Max Modifiers limits the amount of Modifiers that can be applied to this Selling Product.
- Out of Stock can be ticked off if this item is temporarily unavailable.
- SAVE your work!

1031002	BEUKS	BIL		BEERBILF	BEER B	IL JJUMEBIE
1031007		NA-BTL		BEER BTL P		TL 330ML BTL
1021004	HEINE	KEN-BTL		BEER BTL P	BEER E	TL 330ML BTL
1031004	MILLEI	R-BTL		BEER BTL P	BEER E	TL 330ML BTL
1031010	SLEEM	IAN HONEY-BT		BEER BTL P	BEER E	TL 330ML BTL
C Product IC 1031007 General Mor Alternative County Staff price 0 Discount C Discount Staff price 0 C Discount C D	0.00 Staff 10.00 Staff 0.00 Staff 10.00 Documents 0.010-06 D ppice D 12:00		2 fors 0.0 Status Time Delay 02 C Ar	0 C Order 1 nount 2010-10-0; ifiers	0.00	0.00 00 AM :
- F	Insert	Save	Close		Clone	

Add/Edit Recipe(s), How To info, Screens links, Modifiers and Product Information notes from the right side of the Product Management box. Information on these items are as follows.

## ADDING NEW SELLING ITEMS

From Product Maintenance, >Select SELLING ITEMS >Click + to Create a New Selling Item

RuB					Pro	oduct (In	isert)			×
	nus Apply staff price as LDB Price					_				
(+ ) – 🗖	🗆 🍜 • 🗙 🛤	D.	Fie Fie	lds	Apply fo	r all	Selling I	tems Pi	chasing Items Only daily specials	
Don't show d	lelisted Items count									
CSPC ID	Description /	Category ID	Group	Units	Price	Base	Net Cost	Margin %		^
CJFCID	Description	Category ID	aroup	Onics	AII/M	Cost	NEL COSL	maiyili %		
1100013	YUKON JACK-SNG	LIQUEUR B		SNG	5.10	0.70		86.3		
1102013	YUKON JACK-DBL	LIQUEUR B	LIQUOR	DBL	9.95	1.40		85.9		
1171007	YELLOW SHIRAZ-BTL	RED		BTL WINE	27.00	11.18		58.6		
1181018	YELLOW CHARD BOTTLE	WHITE		BTL WINE	27.00	11.18		58.6		
2100002	YAM FRIES	APPETIZERS		EACH	9.00	0.00		100		
2110064	XTRA-GAR TOAST	FOODADD	FOOD	EACH	2.00	0.00		100		
2110052	XTRA VEGIE PATTY	BURGERS	FOOD	EACH	2.99	0.00	0.00	100		
· · · · · · · · · · · · · · · · · · ·				Porti	on Size		# of	Cos	st	
C Product	C Tr	gredients						1	0.00 0.00	
· Frounet	о ш	grements		1			1	· /		
Product ID	Description					1				1
		🗌 🗆 Rec	ipe		Location				Screen	Number of free
Ľ	For Kitchen						ID		Description	Buttons
	T of Taxonon j			Þ	V					
General More										
Category, Grou	p & Cond.Group									
J.	- 🔷									
Units	Price Group									
	- 🛷	- (	>							
Price										
AII/M 0.00 T	0.00 W 0.00 TH 0.00	F 0.00 S	0.00 SU 0.00							
Base Cost	Net Cost Margin \$	Mark Up	Purch.Discou	nt						
0.00	0.00 0.00	0		ī						
Selling Taxes										
	PST 7% 🔲 LIQTAX 1	🔲 Tax Include	Amount 0.00	ī						
Weight	Sweetness									
	0 Delisted									
				Search	([2]				Edit by LDB Price List [F5]	
- F	Insert Save Close			Search	[13]					

Enter the GENERAL Selling Item details;

>PRODUCT ID

>PRODUCT DESCRIPTION

>ALT KITCHEN DESCRIPTION

>CATEGORY – Select the appropriate category.

>PRICE GROUP – Select the appropriate price group. (If applicable)

>Selling PRICE – Set only box ALL/M for a set selling price daily. Set individual selling PRICE(s) if this product's selling prices varies depending on day.

> COST

a) Enter the product cost if there is no RECIPE to attach (orb) Leave the COST blank to auto calculate when attaching a RECIPE

>Margin/Mark-up boxes will auto-fill

>WEIGHT (Optional)

>SWEETNESS (Optional)

>DELISTED – Tick this box when a selling item will no loner be sold.

>SAVE any changes

@ Product		СР	ngredients			Po oz			
Product ID 1130035	Description ZOMBIE For Kitchen					Re			
General More   Category, Group COCKTAILS Units SINGLE	p & Cond.Group	▼ ♦ LIQU Price Group		LIQUOR					
Price All/M 5.4 T Base Cost 1.37	0.00 W 0.	00 TH 0.00 Margin \$ 4.0	Mark Up		SU 0.00 rch.Discount 0				
1.37         1.37         4.03         74.632         0           Selling Taxes         Image: Constraint of the selling Taxes         Image: Constrain									
▲ ► □	Insert Save	Close		Clone					

MORE Selling Item details (Optional);

>ALTERNATIVE ID (Often used to link new varietals to an existing CSPC/SKU

>NEW PRICE – Set a NEW PRICE to take effect at a specific time. Enter the NEW PRICE then setthe START NEW PRICE Date.

>COUNTRY – Often used for wines, beers, etc.

>STATUS – General, Spec (Special) or Super Spec listings
>SIZE TYPE

>STAFF PRICE

>ORDER BY CASE – Tick this box to flag the reorder guide to orderthis product by the case.

>DISCOUNT Options

- a) Select the DISCOUNT % and enter the % of discount OR
- b) Select AMOUNT and enter the discount \$ amount
- c) Set the START and FINISH times for this discount to be active

>MAX MODIFIERS – Enter a number to limit the amount of menu modifiers that can be attached to this item.

>OUT OF STOCK – Check this box if this itemis currently unavailable. >SAVE changes

CLONE – Similar to the cut-n-paste command. Open an existing item and click on CLONE to copy that items details to create a new item (ie; small, medium, large items may have similar info that can be edited when creating similar, new items.)

**ADD & EDIT (SELLING ITEM) RECIPES** – Taking the time to properly set-up RECIPES helps to ensure accurate, Sales, Ordering, Inventory and Reporting information.

	Ring					Pro	duct (Upo	date)			
ADD RECIPE(S)		nus Apply staff price as LDE	3 Price list	E Fi	elds	Apply fo	r all	Selling	tems Pu		
From Product Maintenance,	Don't show delisted Items count										
>Select SELLING ITEMS	CSPC ID	Description	Category ID	Group	Units	Price	Base	N-1 C1	Margin %		
>Select (Double click) a Selling Item	LSPC ID	Description	<ul> <li>Category ID</li> </ul>	Group	Units	AII/M	Cost	Net Lost	Margin &		
Sciect (Boable click) a Scilling Reini	11320352	ZOMBIE-DBL	COCKTAILS	LIQUOR	DBL	10.00	1.79	1.79	82.1		
from the product grid	1130035	ZOMBIE	COCKTAILS	LIQUOR	SNG	5.40	1.37	1.37	74.6		
nom the product grid	1100013	YUKON JACK-SNG	LIQUEUR B	LIQUOR	SNG	5.10	0.70	0.70	86.3		
	1102013	YUKON JACK-DBL	LIQUEUR B	LIQUOR	DBL	9.95	1.40	1.40	85.9		
	1171007	YELLOW SHIRAZ-BTL	RED	WINE	BTL WINE	27.00	11.18	11.18	58.6		
	1181018	YELLOW CHARD BOTTLE	WHITE	WINE	BTL WINE	27.00	11.18	11.18	58.6		
	2100002	YAM FRIES	APPETIZERS	FOOD	EACH	9.00	0.00	0.00	100		

		×
From the <u>RECIPE</u> Tab	Portion Size # of Cost Price	
>Click the 🝨 icon	Add ingredient to recipe	
>SELECT ITEMS	Heckel from to do   Screens   Modifiers   Prot       Image: Screens   Modifiers   Prot       Image: Screens   Screens	
a) ALL to choose from all items or	Product ID Search (CSPC, Description)	Portions Cost
b) SELLING to choose from selling items or		0 0.39 0 0.39 0.5 0.59
c) INGREDIENT to select an ingredient for	Description BACARDI 151-ING	
this recipe.	0.00 0Z 1.170	
•	0 Net Portions	
a "ZOMBIE" are used.	0.81 Save Cancel	
>Fill in the remaining details.		
a) Enter a CSPC or Description in the		0.5 1.37 ¥
search box.	Search [F3] Edit by LDB Price	List [F5]

b) Select the item (The Size and Cost wil automatically)

c) NET PROTION size is equivalent to how any portions are used to create this selling item. (Portions are

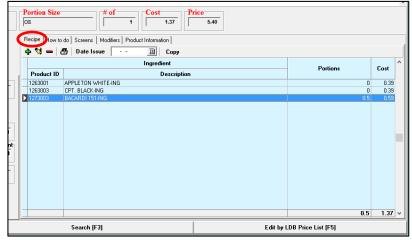
© Product C Ingredients	F
Product ID Description I 1130035 ZOUBIE For Kitchen	F
Genet More Atemative ID New price 2 fors Bonus Points 0.00 0.00 0.00 County Status Size type SINGLE	]
Staff price         Staff discount         Time Delay         Order by case           0.00         0Z         0         Order by case           Discount         0         0Z         0         0	
Start         2010-10-06         B         6:00:00 AM         Finish         2010-10-07         B         6:00:00 AM         Finish           Start new price	
Out of stock      Insert Save Close Clone	

preset when the INGERDIENT item is created.) >SAVE any changes

Continue to add / INGREDIENTS until the recipeforthis selling item is complete.

#### EDIT EXISTING RECIPE

From the RECIPE Tab; >Select the ADD Icon 🕈 to add a new ingredient >To EDIT existing ingredient/item, select the item from the Ingredient list and click on the EDIT Icon 💆 to open the detail box. Make edits and SAVE. >DELETE an item by highlitingthe item in the Ingredient Listand click on the DELETE Icon = (CAUTION, there is no UNDO option.)



COPY – Similar to the cut-n-paste

command. Open an existing item and click on COPY to copy that items details to create a new item (ie; small, medium, large items may have similar info that can be edited when creating similar, new items.)

The How To Do Tab is an area where notes on a Selling Item can be made. (ie: Note for the bar or kitchen on prep.)

	C Ingredients	oz	20	0.00	0.50	
	Description	Recipe How to do	creens   Hodifiers   Proc	duct Information		
	For Kitchen	Location			Screen	Number of free
		Looddon	ID		Description	Buttons
The SCREENS Tab				APPETIZERS		5
The <u>Serverns</u> Tub	ond.Group			BREAKFAST BURGER ADD ON		16
indicated the Till	💌 🛷 🛛 🖉 🗸 🖉			BURGERS/SANDW		9
indicated the fill	Price Group			DESSERTS		0
Screen(s) this item	• 🔷			ENTREES FOOD ADD ON 1 OF 2		13
Scieen(s) this item				FOOD ADD ON 1 OF 2 FOOD ADD ON 2 OF 2		14
should be linked to. (ie:	.00 W 0.00 TH 0.00 F 0.00 S 0.00 SU 0.00			FOOD MODIFIERS - NO		4
siloulu de lilikeu to. (le.	et Cost Margin \$ Mark Up Purch.Discount			FOOD MODIFIERS 1 OF 2		0
Cocktails, Happy Hour,	0.00 10.00 100% 100%			FOOD MODIFIERS 2 OF 2 MODIFIER BAR 1 OF 2		19
Cocktails, happy hour,				MODIFIER BAR 2 OF 2		9
Appitizors ata)			20200	PIZZAS		0
Appitizers, etc.)	7% □ LIQTAX 1 □ Tax Include Amount 0.50			PLATTERS		1
	Sweetness			SALADS & SOUPS SANDWICHES		5
	C Delisted			SPECIAL APPETIZERS		35
			20600	SPECIALS		9
						<u> </u>
	Save Close Clone	Se	arch (F3)		Edit by LDB Price List [F5]	

The PRODUCT INFORMATION tab is a place to make special notes about a product. (ie: recommendations when this item is unavailable, tasting notes, etc.)

**FORCED MODIFIERS** allow restaurant owner/operators to customize their food items in a simple and efficient way. Forced Modifiers can be used for everything from substitutions, add-ons, side options, sizes, etc. This Tip-sheet covers;

- Creating new and editing existing Modifiers
- Linking/Unlinking Selling Items to Modifiers

## **Creating New Modifiers**

From the Product Maintenance

>Click on the + Symbol to add a new item or double click on an existing item to edit it. The PRODUCT DETAIL box will open

Res Product										×
Apply Price As Bo	nus Apply staff price as I DB	Daine lint								
4 Y - Q	🗔 🍜 🕶 🗙 👧 mod	D.	📔 🛛 Fie	elds	Apply fo	or all	Sellina	ltems P	Purchasing Items Only daily specials	
							2			
T Don't show d	elisted Items count									
			I							_
CSPC ID	Description	Category ID	Group	Units	Price	Base	Net Cost	Margin %		^
Con e ib	Deachpion	category in	Group	Onica	AII/M	Cost	Het cost	indigin is		
2050034	EASY DRESSING	MODIFIERSF	MODIFIERS	EACH	0.00	0.00	0.00		1	
2050054	EASY FRYS	MODIFIERSF	MODIFIERS	EACH	0.00	0.00	0.00			
12345	EXTRA CHEESE	MODIFIERSF	MODIFIERS	0Z	1.00	0.55	0.55	45		
20101065	FISH	MODIFIERSF	MODIFIERS	EACH	0.00	0.00	0.00			
2050035	GARLIC MAYO	MODIFIERSF	MODIFIERS	EACH	0.00	0.00	0.00			
2050055	GRILLED	MODIFIERSF	MODIFIERS	EACH	0.00	0.00	0.00			
2050081	HAM	MODIFIERSF	MODIFIERS	EACH	0.00	0.00	0.00			
2050107	HAM-PINEAPPLE	MODIFIERSF	MODIFIERS	EACH	0.00	0.00	0.00			
2050094	HOLD	MODIFIERSF	MODIFIERS	EACH	0.00	0.00	0.00			

tip! Type MOD or MODIFIER in the search box to display only MODIFIER items when editing.

Fill in or Edit the Modifier details

>ProductID (You may have to create your own ID)

>Description

>Units

>Selling Price - You only need to set a selling price if there is a charge for the modifier. (You can set different selling prices for different days if desired.)

>Cost

>Set discount options using the MORE tab. This is useful when setting Happy Hour and special promotions) >SAVE

Your Modifier is now ready to link to a Selling Item.

Linking Existing Selling Items to Modifiers

From the back-office POS Manager, go to: >Product Service >Modifiers Link

	4 1									
	Selling Taxe	E PST 72	s 🥅 LIQTA	X 1	Tax Inclu	le Amoun	t 0.00			
	Base Cost		ost 0.55	Margin \$ 0.4	5 Mark Up	15% Pu	rch.Discoun O	<u>י</u>		
	Price All/M	T 1.00	<b>W</b> 1.0	00 TH 1.00	F 1.00 S	1.00 9	U 1.00			
	OUNCE		• 🛷		•	٠				
	MODIFIERS	÷		→ 🛷 MOD		FOOD				
Category, Group & Cond.Group										
1	General More	]							Pr	du
		F	or Kitchen	EXTRA CHE	ESE					ŀ
	12345		EXTRA CH						۹	Ľ
	Product ID	D	escription	I				F	Recip	Ъ
	@ Product			СЪ	ngredients			C	DZ.	
ſ								T	ort	h
	2050081	HAM			MODIFIERSF	MODIFI	ERS I	ACH		
	2050055							ACH		
	20101065	FISH	IC MAYO		MODIFIERSF			ACH		
	12345		A CHEESE			MODIFIERSF MODIFIERS				

						er V 2014.09.08						- 0
s Setup Product Service	Personnel Vendor	rs <u>C</u> ustomers Ir				All) Utility						
Product +		,		Begin Period for	Aug 1, 2013	Price List & L	TO for Nov 2, 2	014				
Category Size Size Group	Add Inventory	Edit Inventory	Financial Report	Sales Report	Sales By Ingredients	Evaluation Report	Re-Order Report	Inventory Report	Closing Form	Sales Details	Hourly Report	Journal
Prices Info +												
Price Changes   Price Ranges												
Price list												
Price Groups Cost Groups												
Labels +												
Daily Info Baskets												
Modifiers link												
Discounts by •												
Points Scheduler												

RuS	Modifi	ers link		×
Product (* with modifiers	C all	C BAR	۴ FOOD	∩ ALL

>Select the Selling Item to link from the left side PRODUCT list >Select the Modifier from the right side MODIFIER list

>Click the + Symbol to link the two items (or click the - Symbol to remove a linked modifier from a selling item.)

roduct			Modifiers link					
			Delivery					
with modifier	rs Call		O BAR			O ALL		
1 🗆   📇   🕽	Paste for selected items Copy all mo	difiers for selected item						
	Product		^					
ID	Description	Category	Modifiers		C Product with Modifiers	C Ang	product	
2010027	1/2 NACHOS	APPETIZERS						
2010002	1/2 PLATE WINGS	APPETIZERS	ID		Description			Price
2010025	APP PLAT A	APPETIZERS	2050110	CHEES	E			0.0
2010008	CAJUN CHICKEN STRIPS	APPETIZERS	2050096	CHICKE	N			0.0
2010007	CHICKEN STRIPS	APPETIZERS	2050105		AIL SAUCE			0.0
2030006	QUESADILLA	APPETIZERS	2050048	COLD				0.0
	STEAKONS	APPETIZERS	1150067	CORN				0.0
	TORTILLA NACHOS	APPETIZERS	2050043	CBISPY	,			0.0
2010003		APPETIZERS	2050043	CURRY				0.0
	BREAKFAST QUESADILLA	BREAKFAST	2050044	DIJON	511			0.1
	BREAKFAST SAND	BREAKFAST	2050044	DIJON	MAKE			0.0
	HASH & EGGS	BREAKFAST	2050029		ING ON SIDE			0.1
	OMELETTE	BREAKFAST	2050023		RESSING			0.0
	STEAK & EGGS	BREAKFAST	2050034	EASY L				
	TRADITIONAL	BREAKFAST	12345					0.0
	CHICK BURGER	BURGERS		EXTRA	UREESE			1.0
	DELUXE CHEESE	BURGERS	20101065	FISH				0.0
	EL PASO BURGER	BURGERS		GARLIC	MAYU			0.0
	MOZZA & MUSH BURG	BURGERS	— ( 💠 🚽 🔺 🔻	Copy this	list Paste Delete all			
		BURGERS	ust list 2 1		List 5   List 6   List 7   List 8   List 9   List 1	ol		
	VEGI BURGER		List 2 L	st 3   List 4		1		
	BREAKFAST	ENTREES	ID		Description	Price	Select gnt	Link List
	HALIBUT & CHIPS	ENTREES	2110029		MEXI BEEF	0.00	. 0	
	HALIBUT & CHIPS 2 PIECE	ENTREES	2110009		GUACAMOLE	0.00		
	PRAWN CURRY	ENTREES	12345		EXTRA CHEESE	1.00		
2040013		ENTREES	12343			1.00		
	STRIPS & FRIES	ENTREES						
	1 P COD & CHIPS	FISH						
	2 P COD &CHIPS	FISH						
	60Z. SIRLOIN	FISH						
2110060	SUB POTATOES	FOODADD						
2110024	SUB POUTINE	FOODADD						
2050065	WITH SALAD	MODIFIERSF						
2130000	PIZZA MOD	MODIFIERSF						
	FULL CAESAR SALAD	SALADS						
	GREEN SALAD	SALADS						
	SALMON SALAD	SALADS						
2070004	TACO SALAD	SALADS						

#### Other Options

Up/Down arrows - Sort or move linked modifiers in the list	ERS	2050105CULK1A 2050048COLD			0.00	
Lists - Use different lists for different – options if desired ie: cooking method, cheese types, drink mixers, etc.	ERS EES EES EES EES EES ADD	ID 2050091 2050046 2050032 2050032 2050065 2050064 2050067	Lead Lead Lead Lead Lead Lead Lead Lead	Price         Select           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00	t qnt         Link List           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0	^
Select Qnt –Indicates/limits the number of modifiers that may be added to the Selling Item	ADD TERSF TERSF DS DS DS DS DS DS WICHES					~
Doloto All - Cloars a Modifior List						

Delete All – Clears a Modifier List Use Caution when using Delete All, there is no UNDO option!

Link List – Used to set a secondary Modifier List. (ie: Salad may be the first modifier with a link to Dressings as a secondary modifier.)

Copy This List /Pate This List - Copy a list and use it to create a new list for another Selling Item, ie: nacho or burgers toppings, drinks ingredients, etc. >Click COPY THIS LIST >Select the Selling Item >Select the List ID (List 1,List 2, etc) >Click PASTE

×

Product			Delivery						-
• with modifiers Call			C BAR		FOOD	CALL			
🖾 🗕 🚳 🗶 Paste for selected items Copy all modifiers for selected item									
Product		^							
ID Description	Category		Modifiers		C Product with Modifiers C Any product				
2010027 1/2 NACHOS	APPETIZERS		1						-
2010002 1/2 PLATE WINGS	APPETIZERS		ID		Description			Price	^
2010025 APP PLAT A	APPETIZERS		1150068	1000 IS	LANDS			0.0	0
2010008 CAJUN CHICKEN STRIPS	APPETIZERS		2050080	BACON				0.0	0
2010007 CHICKEN STRIPS	APPETIZERS		20101067	BAKED				0.0	
2030006 QUESADILLA	APPETIZERS		2050078	BASTE	D			0.0	
2010005 STEAKONS	APPETIZERS		2050085	BBQ				0.0	0
2010010 TORTILLA NACHOS	APPETIZERS		2050097	BEEF				0.0	0
2010003 WINGS	APPETIZERS		2050076	BLUE				0.0	0
2020012 BREAKFAST QUESADILLA	BREAKFAST		2050060	BLUE (	HEESE			0.0	0
2020013 BREAKFAST SAND	BREAKFAST		2050045	CAJUN	DIP			0.0	0
2020006 HASH & EGGS	BREAKFAST		2050040	CAJUN	ON FRIES			0.0	0
2020005 OMELETTE	BREAKFAST		2050036	CHEDD	IAR			0.0	0
2020004 STEAK & EGGS	BREAKFAST		2050110	CHEES	E			0.0	0
2020009 TRADITIONAL	BREAKFAST		2050096	CHICK	IN			0.0	0
2030002 CHICK BURGER	BURGERS		2050105	COCKT	AIL SAUCE			0.0	0
2030001 DELUXE CHEESE	BURGERS		2050048	0010				0.0	V 00
2030004 EL PASO BURGER	BURGERS			Copy this	list Paste Delete all				
2030005 MOZZA & MUSH BURG	BURGERS	1		. Copy and					_
2030003 VEGI BURGER	BURGERS		List 1 List 2	List 3 List 4	List 5 List 6 List 7 List 8 List 9 List 10				
2040003 BREAKFAST	ENTREES			ID	Description	Price Sel	ect ant	Link List	^
2040001 HALIBUT & CHIPS	ENTREES			10	-				
2040002 HALIBUT & CHIPS 2 PIECE	ENTREES		2110029		MEXI BEEF	0.00	0	0	
2040011 PRAWN CURRY	ENTREES		2110009		GUACAMOLE	0.00	0		
2040013 RIB EYE	ENTREES		12345		EXTRA CHEESE	1.00	U		1
20101044 STRIPS & FRIES	ENTREES								
2040006 1 P COD & CHIPS	FISH								
2040014 2 P COD &CHIPS	FISH								
2040025 60Z. SIRLOIN	FISH								
2110060 SUB POTATOES	FOODADD								
2110024 SUB POUTINE	FOODADD								
2050065WITH SALAD	MODIFIERSF								
2130000 PIZZA MOD	MODIFIERSF								
2070002 FULL CAESAR SALAD	SALADS								
2070005 GREEN SALAD	SALADS								
2070003 SALMON SALAD	SALADS								
2070004 TACO SALAD	SALADS								
2080007 B.L.T.	SANDWICHES	~							~
		Ŷ							

For this example, the Modifiers for whole order of Nachos was copied and pasted to the ½ order of nachos. Modifiers link

Pis