Sales and Catering Food and Beverage Code Maintenance
Quick Reference Guide

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Introduction

This Quick Reference Guide will provide you with the information needed to add, or make changes to Food and Beverage Codes. Included, is the option to add preset menus, and menu items on the fly from within a Booking. It is assumed that all Food and Beverage Types and Groups are already in place.

Procedure

To view or manage current Food and Beverage Codes in *Maestro* or to create new Food and Beverage Code, begin by logging into *Sales & Catering Maintenance.*

Select the *Main* menu and then selection *Food and Beverage Code Maintenance.*

To LOCATE or CREATE a Food and Beverage Code:

1) Use the PgDn button on the keyboard, with your curser in the MENU CODE field.

There are 3 steps to complete for any new Food and Beverage Code in *Maestro* which include:
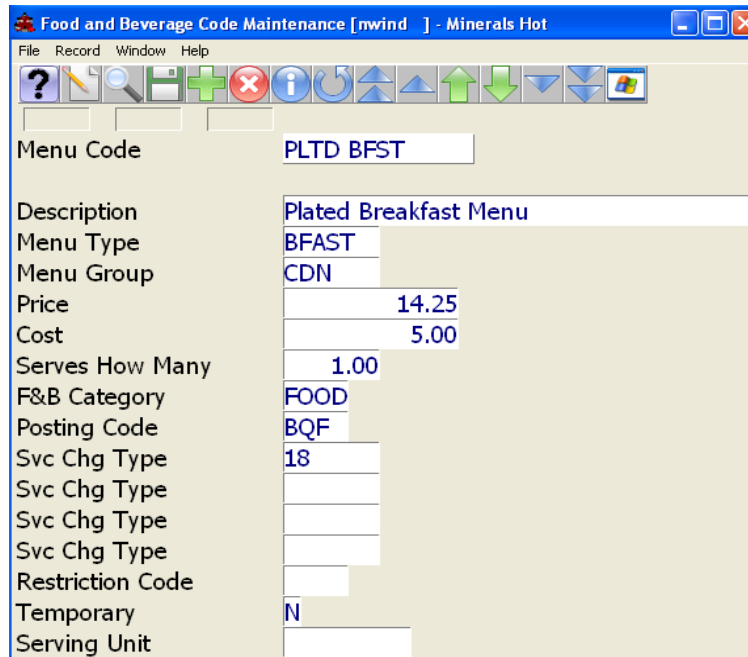- Creating the new Food and Beverage Code and identifying the Item's specifics
- Additional Text regarding Food and Beverage Code
- Creation of a Pre-set Menu if a Menu Item includes a "Choice of" option for the customer.

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Creating the New Food and Beverage Code

This section is where all the specifics are created regarding the Code. This includes the Menu Item's Type, Group, price, and where the item's revenue is to post.

TO CREATE a Food and Beverage Code:

1) Use the Create (*F6)* Key with your curser on the MENU CODE
2) Fill in the required fields

Menu Code	Character code that represents the item. *This is a 13 character alphanumeric field.*
Description	Character code that describes the item, *This is a 30 character alphanumeric field.*
Menu Type	This is the Menu Type for the item to list under. Choose the Lookup key (*F8*) to choose a Menu Type. By categorizing the item, it serves as a filter for the user to locate during the creation of a booking.
Menu Group	This is the Menu Group for the item to list under. Choose the Lookup key (*F8*) to choose a Menu Group. This serves as a second filter option from within the Menu Type
Price	The price for the Menu Item
Cost	The calculated cost of the Menu Item
Serves how Many	How many servings for the above price
F&B Category	Can choose Lookup (*F8*) select FOOD or BEV
Posting Code	Choose the Lookup (*F8*) to select the posting code previously configured, that reflects where the revenue is to be allocated
Svc Chg Type	Choose the Lookup (*F8*) to select Service charge amount previously configured, that should apply to this item. CAN HAVE MULTIPLE

Restriction Code	Any restrictions that have been configured to not allow for purchase of this item during specified time ranges. Choose the Lookup (*F8*) to select the restriction Code
Temporary	Whether or not the item is Temporary (Select Y) or Permanent (Leave as N). By Selecting Y, the item does not appear in this code list in future, and must be searched through Temporary Items. It is useful for "one time" Menus
Serving Unit	The Serving Unit for this item Choose the Lookup (*F8*) to select the Serving Unit Code. If no code is selected, the item price will default to "per serving" one the BEO

The Yellow Fields are all Mandatory
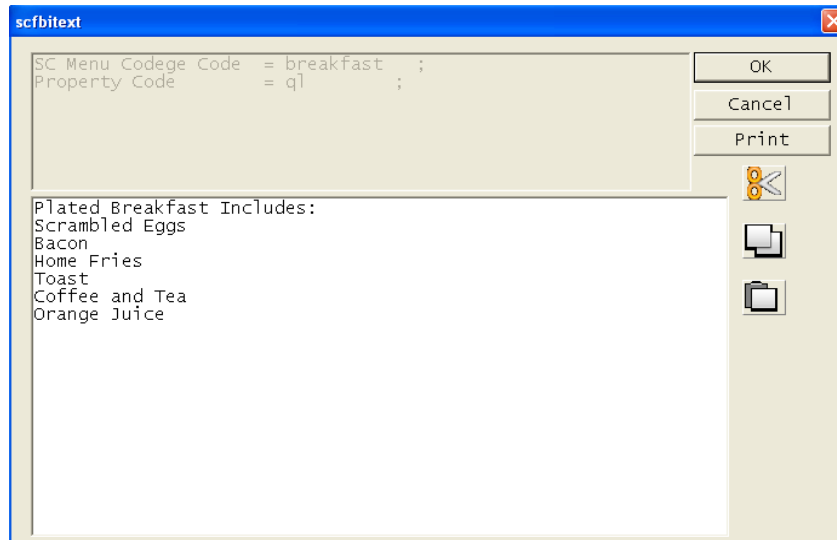*Note: The following fields are NOT Mandatory:*

- Price
- Cost
- Svc Chg Type
- Restriction Code
- Serving Unit

Adding Food and Beverage Code Text

By selecting the *Window │ Text* during item code creation, Food and Beverage text can be added to Menu Items. Any text added will override the Description. This includes the menu title, so re-enter the Description in the Notepad feature, when text is used. This is a great opportunity to add details of what the menu includes, as it will appear on the BEO.

This Text may be edited by privileged users, to allow for any substitutions from within Menu Items.
Example – Change Bacon to Sausage in the below text
.

```
scfbitext                                                              [X]

SC Menu Codege Code  = breakfast   ;              [   OK    ]
Property Code        = ql          ;
                                                  [ Cancel  ]

                                                  [  Print  ]

                                                     [✂]

Plated Breakfast Includes:
Scrambled Eggs                                       [▢]
Bacon
Home Fries
Toast                                                [▭]
Coffee and Tea
Orange Juice
```

ADDITIONAL OPTIONS FOR FOOD AND BEVERAGE CODES

~ TO CHANGE a Menu Code:

1) When a Menu Code is changed it will create a new Menu Item altogether. A menu code cannot be modified. The description of the item as well as the field below can be modified without disrupting the Menu Code. You will notice that you are unable to change the "Temporary" field. See the below **_Note_** to make this change.

~ TO LOCATE a Menu Code:

1) Key in the Menu Code in the Menu Code field and press enter.
2) Place the cursor in the Menu Code and enter the first 3 letters of the code. Use "*Page Down*" to bring you to the closest Menu Code matching your criteria.

~ TO DELETE a Menu Code:

1) Place the cursor in the Menu Code field. Select *F7* to Delete. If the Menu Code is currently in use within Sales and Catering bookings, or has a history through Audits, the code cannot be deleted.

Note: If it is a menu item that is not longer used, from the Main Menu screen. Choose *Main │ Food and Beverage Temporary Code Maintenance,* and Type the Menu Code you wish to remove and hit enter. Once it populates you will now be allowed to enter the Temporary field, where you can place a "Y". This will now remove the item from the assigned Menu Type and Group filter user during the booking process. As well, this item will not longer be listed under Food and Beverage Codes.

~ ADDING a Temporary or Permanent Code During the Booking Process

Menu Codes, both Permanent and Temporary, can be added during the Booking process.
1) Drilling Down (*F5*) on any Food and Beverage Item option
2) Choose the *Add* option in the Menu Bar.
3) Select a New Food/Beverage Item, Temporary Item, or Preset Item.
4) Once selected, the previously discussed Item screen appears, and can be configured for this new item. It will appear in the future under the specified category

Note: The Option of A "Quick" New Food/Beverage Item adds items based on system defaults, and is NOT included in any Reporting.

Food and Beverage Items Selected [nwind   ] - Minerals Hotel

File   Record   Window   Add   Help

Add menu:
- New Food/Beverage Item
- Quick New Food/Beverage Item
- New Temporary Item
- New Preset Menu

Booking Number		Growth Seminar	Booking Status	CF
Client Code	27548	Northwind Consulting		
Event Number	3	Growth Seminar	07/03/2007	TUE
Sub-Event Number	2	Growth Seminar	09:00am to 05:00pm	
			QL GEORGIAN B	

Line	Type	Group	Menu Code	Description	NP	Qty	Price(each)

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Creation of a Pre-set Menu

From the Main screen, choose *Main │ Pre-set Menu Maintenance*

Pre-set Menus are excellent tools to use when the Menu Item offers a choice. Users are guided through the Menu Item options during the booking.

All Menu Codes including menu components should be created first.
If an item has been missed, you may choose *Window │ Create New Item* from within the Preset Menu Maintenance Screen. Items may be created on the fly.

TO CREATE Preset Menus:

1) Use the Lookup (*F8)* key with your curser on the Preset Menu Code field. Based on the Code selected, Maestro will default the "Selling Price" and "Serves How Many" field.
2) Use the Create key (*F6)* to begin a new line item.
3) Use the Look Up (*F8)* key to select the Menu Code that has been created for the first "Choice" option filter. This code may be a specific menu component or may be a "Choice of" code. Choice selections will be added later
4) Complete a line for each menu item that is included as well as a line for any items that are selected by the client.

Once all Choice categories have been listed, individual items can now be assigned for each.

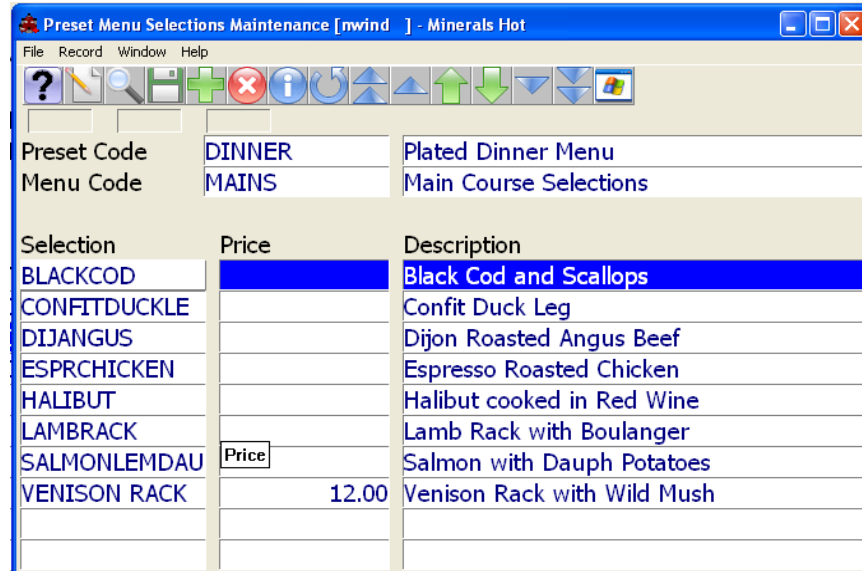**Example:** A Preset Menu can be used to select the Appetizer, Main Dish, and Dessert for a Plated Dinner.

In the below Preset Menu, an individual item will have been created for:
1) Plated Dinner Menu ~ Price of $40.00
2) Dinner Appetizers ~ no price
3) Dinner Mains ~ no price
4) Dinner Desserts ~ no price
5) All the Individual Items that fall under Appetizers, Mains and Desserts, as the specific choices.

By placing your cursor on the Menu Code and selecting *Window │ Menu Selections*, you are presented with the opportunity to link the menu selections that will prompt when the Preset Menu Code is selected in a Booking. These choices are specific to this Menu Code.

Example: The Options in the Plated Dinner Menu for Main Course Selections are as follows:

TO CREATE Preset Menu Selections:

       1)   Use the Lookup (*F8*) key and select the Menu Code that is an option under this particular "Choice" Menu.
       2)   Select the item and choose Enter
       3)   A surcharge price may be added to any items, that will apply as an addition to the original Preset Menu Code Price

In the above example, the original price of $40.00 will be charged, and additional $12.00 will be added if the Venison Rack is selected. This will result in a total charge of $52.00

In the above example, an item has been created for:
      1)   Plated Dinner Menu ~ Price of $40.00
      2)   Main Course Selections ~ no price
      3)   Black Cod (and additional $0 Entrees) ~ no price
      4)   Venison Rack ~ $12.00