

Sales and Catering Food and Beverage Code Maintenance

Quick Reference Guide

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Overview

This Quick Reference Guide will provide the user with the information needed to add, or make changes to Food and Beverage Codes. Included, are options to add menu items on the fly from within a Booking and to add Preset menus.

The reader should already be familiar with the following Maestro functions:

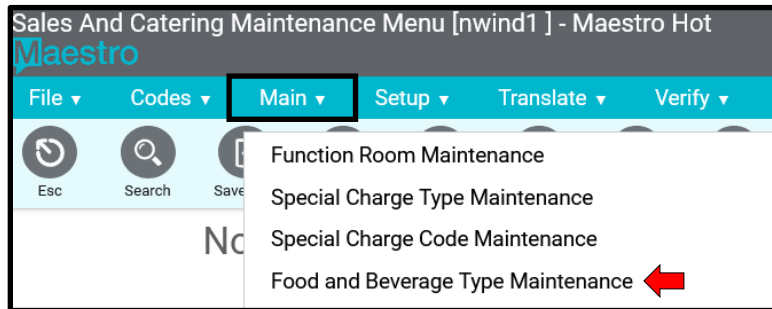
- Maestro User Interface and Function keys
- Access to Sales and Catering Maintenance
- The Naming Convention of the menu codes currently in place

I. Food & Beverage Maintenance

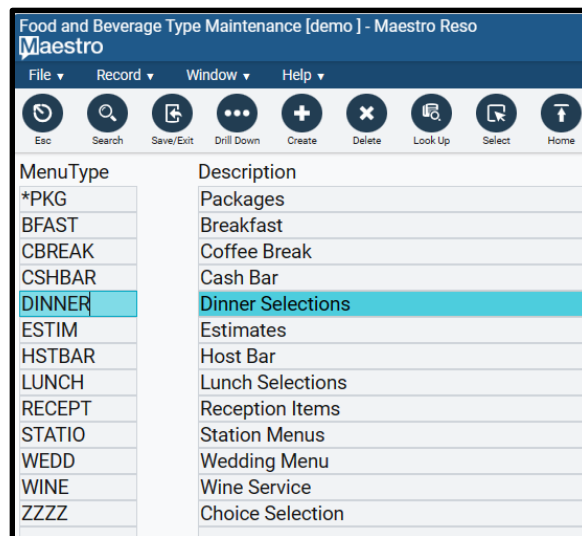
II. Creating a Food & Beverage Type

Food & Beverage Types may be setup for items such as Meal Types like Dinner, Beverage Types like Wine, and can then be further broken down into specific groups for easy reference.

- 1) From **Sales and Catering Maintenance**, Select **Main** | Select **Food and Beverage Type Maintenance**



- 2) The **Food & Beverage Type Maintenance** screen will open
- 3) Input the **Menu Type** and the **Description**

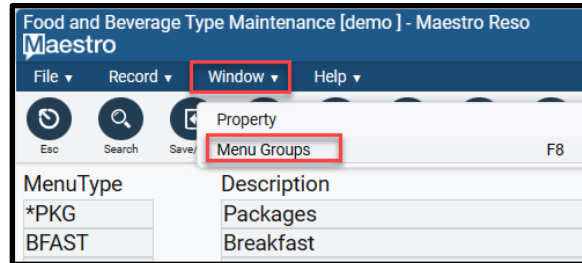


Field	Action / Purpose of Field
MenuType	Type a 6-character maximum Menu Type
Description	Type a 30-character maximum Description

I.2 Creating a Food & Beverage Group

Food & Beverage Groups can be created to allow more definition in creating specific items. Once Food & Beverage Types are created, the associated F&B Group can then be added. Food & Beverage Groups are intended to further break-down the F&B Type in to sub-sections.

- 1) From the **Food & Beverage Type Maintenance** screen, Select **Window** then Select **Menu Groups**



- 2) The Food Beverage Group Code Maintenance screen will open



- 3) Input the Menu Group in the **MenuGrp** field and the description of the code in the **Description** field

Field	Action / Purpose of Field
Menugrp	Type a 6-character maximum Menu Group
Description	Type a 30-character maximum Description



2. Access to Food and Beverage Code Maintenance Screen

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

- 1) Open **Sales and Catering Maintenance** | Select the **Main** menu | Select **Food and Beverage Code Maintenance**
- 2) Maestro does not recommend using the Temporary Food and Beverage Menu items, as these are not easily accessible on a typical list of menu items. With the inclusion of the From / To Date fields during which a menu item can be selected, the Temporary items are now obsolete
- 3) To **Navigate** to the current menu items:
 - a. Use the **PgDn** key to scroll through the menu codes alphabetically
 - b. Use the **PgUp** key to scroll back up
 - c. Use the **END** key to travel to the last menu item alphabetically
 - d. Use the **HOME** key to travel to the first menu item in the list

Food and Beverage Code Maintenance [nwind] - Maestro Hote Training 5.5 DB 34ms

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Window Help

Menu Code

From Date

To Date

Description

Menu Type

Menu Group

Price

Cost

Serves How Many

F&B Category

Posting Code

Svc Chg Type

Svc Chg Type

Svc Chg Type

Svc Chg Type

Restriction Code

Temporary N

Serving Unit

Active Flag

nwind
5.5.103.002
Maestro

3. Add a New Food and Beverage Menu Item

There are 2 steps to complete for any new Food and Beverage Menu Item in *Maestro*:

- Creating the new Food and Beverage Menu Item – **Create (F6)** in the Menu Code field
- Identify the Item’s specifics by adding additional text

Field	Action / Purpose of Field
<u>Menu Code*</u>	Alphanumeric code that represents the item – Up to 13 characters
<u>From Date</u>	The date the item is available FROM and available for selection
<u>To Date</u>	The date the item expires and is no longer available for selection
Description	Alphanumeric field up to 30 characters – description of menu item
<u>Menu Type</u>	Displays the Menu Type this item belongs to and serves as a filter for the user to locate within a booking – Set up in Sales and Catering Maintenance Main Food and Beverage Type Maintenance
<u>Menu Group</u>	Displays the Menu Group within the Menu Type this item belongs to and serves as a second filter to further define the item type – Set up in Sales and Catering Maintenance Main Food and Beverage Type Maintenance Window Food and Beverage Groups
Price	The price per serving unit of the item
Cost	The cost per serving unit of the item – useful if the user wants to track the cost analysis via the F&B Cost Analysis report found in Other Reports
<u>Serves How Many</u>	Define how many this item will serve – Maestro will do the math based on how many are served and how many are in the group for example, 1 for per person (1 serving : 1 Guest), or 5 for a bottle of wine (1 bottle : 5 Guests), or 100 for a platter of hors d’oeuvres (2 Platters : 200 Guests)
<u>F&B Category</u>	Options are FOOD or BEV – Determines where the item displays on the BEO, under the FOOD section or the BEVERAGE section
<u>Posting Code</u>	The Posting Code reflects where the revenue will be posted in Maestro – for example BQF for Banquet Food – Created in Global Maintenance Setup Posting Code Maintenance
Svc Chg Type	Add an automatic service charge by percent or flat dollar amount – There are up to 4 spaces available and can be taxable based on the posting code attached to the Service Charge code in Global Maintenance when the Service Charge code is created under Setup Discount / Service Charge Maintenance
Restriction Code	Add a Restriction code if the menu item is not to be served between two times on specific days of the week – Restriction codes are generally used for alcoholic items and are set up in Sales and Catering Maintenance Codes Restriction Code Maintenance – I.e, an item with a restriction code representing 2AM - 12 Noon on a Sunday will restrict the user from adding the item to any subevent between these two times for a Sunday event
Temporary	Only input a ‘Y’ if this item is Temporary – With the Active Flag and From/To Date fields now options, this field is rarely used and only by properties who have been long time users of Maestro’s Sales and Catering Module – <i>Generally recommended to leave this blank as the item will not appear using any of Maestro’s Lookup options</i>
Serving Unit	The Serving Unit will appear on the BEO – for example \$24.95 per ‘person’ where ‘person’ is the serving unit – Other examples might be ‘bottle’, ‘each’,



	'platter', '50 people' or 'dozen' to name a few – These are generally found on the Sales and Catering menus
Active Flag	Select a 'Y' to ensure this item is Active and appears on any Lookup option – a 'N' will ensure the item does NOT appear for selection on any BEO – for example seasonal items or items no longer offered but with a history of having been selected in the past

*Mandatory fields have the field name underlined

Food and Beverage Code Maintenance [nwind] - Maestro Hotel Training 5.5 DB 15ms

<u>Menu Code</u>	BBCONT
<u>From Date</u>	10/01/2019
<u>To Date</u>	12/31/2020
<u>Description</u>	Continental Breakfast Buffet
<u>Menu Type</u>	BFAST
<u>Menu Group</u>	BUFF
<u>Price</u>	24.95
<u>Cost</u>	12.38
<u>Serves How Many</u>	1.00
<u>F&B Category</u>	FOOD
<u>Posting Code</u>	BQF
<u>Svc Chg Type</u>	18
<u>Svc Chg Type</u>	
<u>Svc Chg Type</u>	
<u>Svc Chg Type</u>	
<u>Restriction Code</u>	
<u>Temporary</u>	N
<u>Serving Unit</u>	PERSON
<u>Active Flag</u>	Y

nwind 5.5.103.002

3.l Adding Food and Beverage Code Text

Select **Window** | Select **Food and Beverage Text** during item code creation.

- The Food and Beverage text can be added to the Menu Code currently displayed
- 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
- If nothing is added in the Food and Beverage Text, Maestro will display the Food and Beverage Description of the food item on the BEO

Note: This Text may be edited, by authorized users within a Booking, to allow for any substitutions from within Menu Items. **Example** – Change Bread for Toasting to Croissants in the below text

Food and Beverage Text

Continental Breakfast Buffet

Includes:

Pastries and Muffins
 Bread for Toasting → **Croissants**
 Yogurts
 Fresh Whole Fruits

Coffee, Tea, Juices

S&C Menu Code
 Property Code
 From Date

bbcont
 ql
 10/01/2019

G

4. Additional Options for Food & Beverage Codes

4.l Edit a Menu Code

Menu Code	BBCONT ×
From Date	10/01/2019

- 1) When either a **Menu Code** or **From Date** is changed, Maestro will create a new Menu Item altogether
- 2) A Menu Code and From Date **cannot be modified** on an existing Food and Beverage Item
- 3) All fields from To Date down can be modified without disrupting the Menu Item

4.2 Locate a Menu Code

- 1) Key in the full Menu Code in the Menu Code field and press enter, OR
- 2) Place the cursor in the Menu Code field and enter the first 3 letters of the code

Menu Code	bbc
From Date	

- 3) Select **Page Down** to access the closest Menu Code matching your criteria
- 4) Continue to use Page Up or Page Down to locate the specific menu code being searched for

Menu Code	BBCONT
From Date	10/01/2019
To Date	12/31/2020
Description	Continental Breakfast Buffet

4.3 Delete/Deactivate a Menu Code

If the Menu Code is currently in use within Sales and Catering bookings, or has a history through Sales and Catering Audits, **the code cannot be deleted**. Only Food and Beverage Items that have never been used can be deleted.

- 1) Place the cursor in the **Menu Code** field
- 2) **Delete (F7)** and **OK** to confirm
- 3) If the Food and Beverage item has been used a message will pop up not allowing the deletion
- 4) To deactivate the Menu Code:
 - a. Edit the **To Date** to the current date so it does not appear on future F&B lists, OR

Menu Code	BBCONT
From Date	10/01/2019
To Date	03/04/2020

- b. Edit the **Active field** to 'N' so it does not appear on future F&B lists

Serving Unit	PERSON
Active Flag	N



4.4 Add Menu Codes During the Booking Process

4.4.1 Add a Single Menu Code on the Fly

Menu Codes can be added on the fly during the Booking process. These items can be new permanent codes or added for just this specific group during the dates of their events.

- 1) Open the Booking screen
- 2) Drill down (F5) on the Booking Event to access the Event Details screen

Booking [nwind] - Maestro Hotel and Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Edit Window View Event Form Reports Audit Help

Booking# 6368 Status CF CONFIRMED Owner Prop QL BEO Status NEW
 Acct Managr SAML Client Text N
 Client 56877 Maestros Corporation Conf Serv Mgr SAML Client Text Y
 Bill To 56877

Description Corporate Retreat Srce of Bus GROUP
 Contact Olivia Dehan Sub Src of Bus CORP
 Onsite Cntct Bill Terms MASTER A
 Mkt Segment COR
 Folio/Event G

Booking Text
 Billing Text

Date Created 10/10/2018
 Audit Status
 Decision Date 10/24/2018
 Inquiry Number
 Contract Due 10/24/2018
 Min F&B Revenue
 Min Room Nights
 Waitlist Rooms N

Trace Y

Start Date 12/01/2020 Time 09:00am Day TUE
 End Date 12/01/2020 Time 07:00pm Day TUE

Adults Expected 20
 Children Guaranteed 20

Group Res # 126358
 Room Nights 20
 Guest ADR 425.00
 Res Method RM LIST
 Cutoff Days/Date
 Cutoff Cycle

Group Res Group Block Special Rate Charge Routing Rooming List

Event Date	Event	Evt#	FB	In	Sp	Rm	G Adlt	G Child	Event Total	Ad
12/01/2020	Corporate Retreat	1	Y			3	40		3,300.30	
12/01/2020	Corporate Retreat	2					20			

- 3) Select the appropriate sub event
- 4) Select the current list of Food and Beverage items for that sub event

Event Details [nwind] - Maestro Hotel and Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Window Event SubEvent Reports Audit Help

Booking Number 6368 Corporate Retreat Booking Status CF
 Client Code 56877 Maestros Corporation
 Event Number 1 Booking From 12/01/2020 TUE to 12/01/2020 TUE

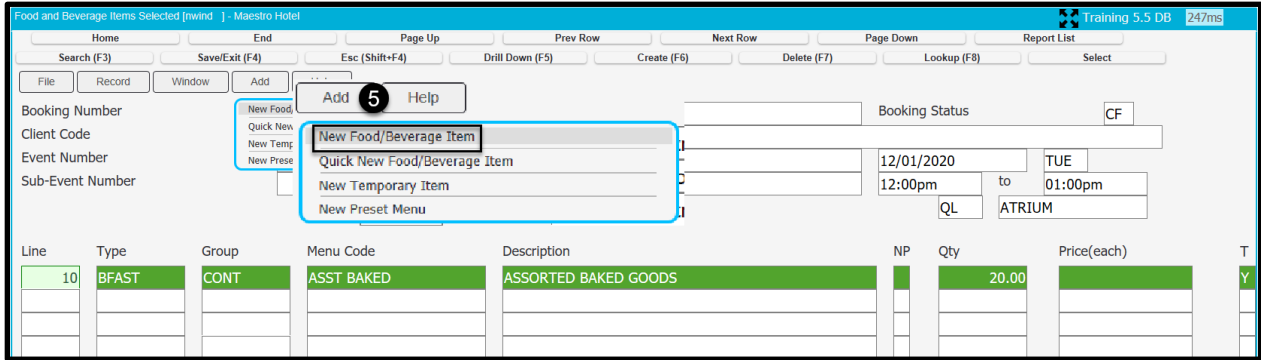
Description Corporate Retreat
 Event Date 12/01/2020 TUE
 Exp Adults 20
 Exp Children
 Gtd Adults 40
 Gtd Children
 Max# Tickets

Audit Status
 Property Code QL
 Event Text
 Event Del Text
 BEO Status NEW

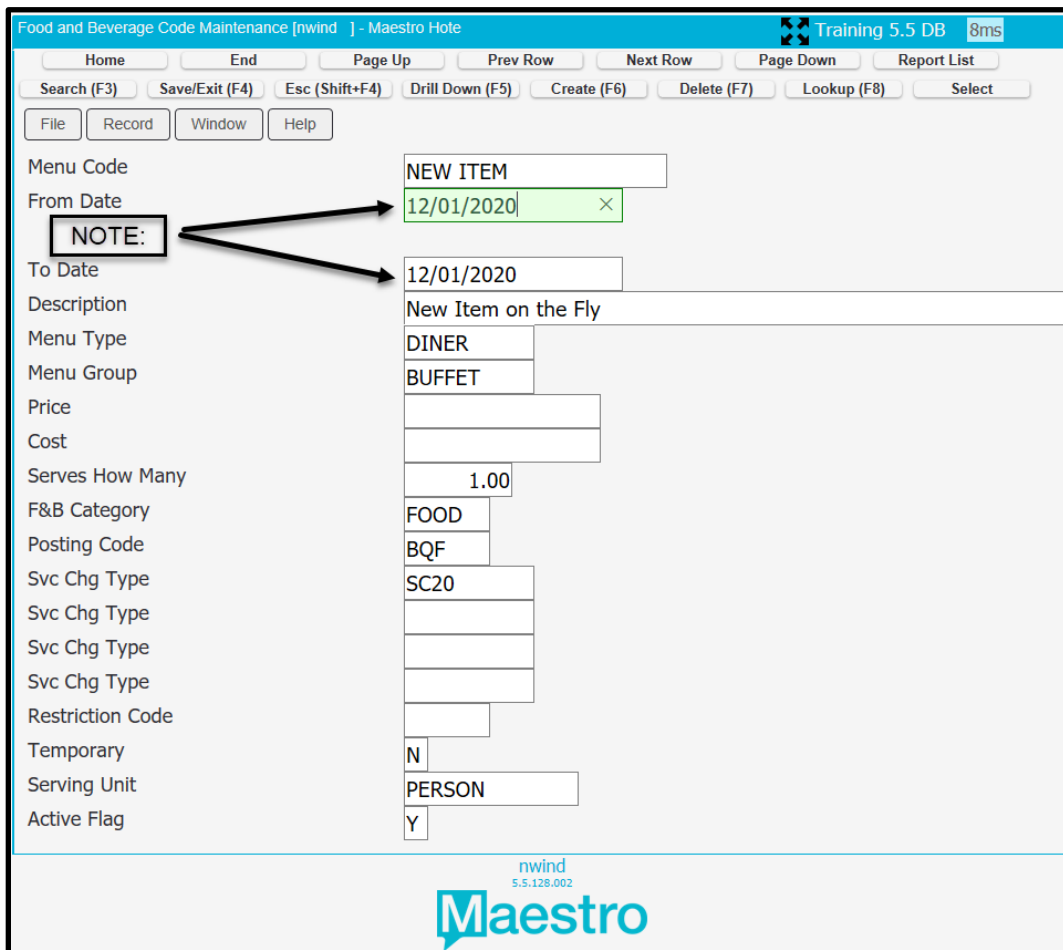
INVENTORY CHARGES

Start	Sub#	End	Bld	Room	Gtd#	Exp#	Function	Set Up	FB	In	Sp	ST	DT
10:00am	6	05:00pm	QL	GEORGIAN	40	20	MEETING	R10					
10:15am	7	04:00pm	QL	MAGNOLIA	40	20	BREAKOUT	CLASSROOM					
12:00pm	1	01:00pm	QL	ATRIUM	20	20	LUNCH	AS IS	Y				
05:00pm	4	06:00pm	QL	ATRIUM	20	20	REG DESK	AS IS					
06:00pm	5	07:00pm	QL	ATRIUM	20	20	DINNER	BUFFET	Y				

- 5) Select **Add** | Select **New Food/Beverage Item**
- 6) Once selected, the previously discussed Food and Beverage Code Maintenance screen appears, and can be configured for this new item



- 7) Fill in the fields as required



Note: If this item is only to be available for a specific group, i.e. not available at any other time, ensure the From and To dates reflect the arrival and departure dates of the group



4.4.2 Add a Quick New Food/Beverage Item

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

- 1) Open the Booking Entry screen
- 2) Drilldown (F5) on the Booking Event to access the Event Details screen

Booking [nwind] - Maestro Hotel and Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Edit Window View Event Form Reports Audit Help

Booking# 6368 Status CF CONFIRMED Owner Prop QL BEO Status NEW
 Acct Managr SAML Client Code 56877 Client Maestro Corporation Conf Serv Mgr SAML Acct Mgr Text N
 Client Text Y
 Bill To 56877

Description Corporate Retreat Srce of Bus GROUP
 Contact Olivia Dehan Sub Src of Bus CORP
 Onsite Cntct Bill Terms MASTER A
 Mkt Segment COR
 Folio/Event G

Start Date 12/01/2020 Time 09:00am Day TUE Expected 20 Guaranteed 20
 End Date 12/01/2020 Time 07:00pm Day TUE

Group Res # 126358
 Room Nights 20
 Guest ADR 425.00
 Res Method RM LIST
 Cutoff Days/Date
 Cutoff Cycle

Event Date	Event	Evt#	FB	In	Sp	Rm	G Adlt	G Chld	Event Total	Ad
12/01/2020	Corporate Retreat	1	Y			3	40		3,300.30	
12/01/2020	Corporate Retreat	2					20			

- 3) Select the appropriate sub event
- 4) Select the current list of Food and Beverage items for that sub event

Event Details [nwind] - Maestro Hotel and Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Window Event SubEvent Reports Audit Help

Booking Number 6368 Corporate Retreat Booking Status CF
 Client Code 56877 Client Maestro Corporation
 Event Number 1 Booking From 12/01/2020 TUE to 12/01/2020 TUE

Description Corporate Retreat
 Event Date 12/01/2020 TUE Audit Status
 Exp Adults 20 Property Code QL
 Exp Children Gtd Adults 40 Event Text
 Max# Tickets Event Del Text
 BEO Status NEW

INVENTORY CHARGES

Start	Sub#	End	Bld	Room	Gtd#	Exp#	Function	Set Up	FB	In	Sp	ST	DT
10:00am	6	05:00pm	QL	GEORGIAN	40	20	MEETING	R10					
10:15am	7	04:00pm	QL	MAGNOLIA	40	20	BREAKOUT	CLASSROOM					
12:00pm	1	01:00pm	QL	ATRIUM	20	20	LUNCH	AS IS	Y				
05:00pm	4	06:00pm	QL	ATRIUM	20	20	REG DESK	AS IS					
06:00pm	5	07:00pm	QL	ATRIUM	20	20	DINNER	BUFFET	Y				



5) Select Add | Select Quick New Food/Beverage Item

Food and Beverage Items Selected [nwind] - Maestro Hotel

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Window Add Add 5 Help

Booking Number: 6368 Client Code: 56877 Event Number: 1 Sub-Event Number: 1

Booking Status: CF

Date: 12/01/2020 Time: 12:00pm to 01:00pm

Location: ATRIUM

Line	Type	Group	Menu Code	Description	NP	Qty	Price(each)	T
10	BFAST	CONT	ASST BAKED	ASSORTED BAKED GOODS		20.00		Y

6) Create (F6) to move the cursor to the next available line

7) Add the item as required ensuring the FROM date is the arrival date of the booking

8) Enter (Select) to the next line

Quick Food and Beverage Code Entry [lbattell] - Maestro Hotel

Home End Page Up Prev Row Next Row Page Down Report List

Search Save/Exit Escape Drill Down 6 Create Delete Lookup 8 Select

File Record Window Help

Menu Code	From Date	Description	MenuType	MenuGrp	Price
BLUEBERRYMUF	01/01/1997	Blueberry muffins	BFAST	EXTRAS	3.00
BREAKFAST	01/01/1997	bagels	BFAST	EXTRAS	3.00
BRKFSTALACAA	01/01/1997	Breakfast a la Carte	BFAST	****	15.00
COKE/DEITCO	01/01/1997	PLEASE ENSURE THERE IS PLENTY	CBREAK	****	
GRANOLA	01/01/1997	granola bar	BFAST	****	1.50
KEG	01/01/1997	58 L Beer Keg	HSTBAR	****	
LOBSTAH	01/01/1997	Lobstah with buddah	LUNCH	PLTLUN	32.00
MARGAUX	05/10/2012	Ch Margaux 1982	WINE	RED	1,000.00
QUAILSGATE	09/01/2009	Quail's Gate Pinot Noir	WINE	RED	75.00
QUICK	03/02/2020	Quick New Food/Beverage Item	LUNCH	PLTLUN	29.00
TANGSORBET	01/01/1997	Tangerine Sorbet	DINNER	SORBET	3.00
TERRINEDUCK	03/17/2016	Terrine of Duck with Cranberri	DINNER	FRSTCR	17.00
TERRIPATE	01/01/1997	Terrines and pates with Accom	DINNER	STATIO	6.00
NEWQUICK 7	03/05/2020	New Quick F&B Menu Item	WINE	RED	48.00 x

9) Save/Exit (F4) to return to the Food and Beverage Items Selected screen

10) Create (F6) to add the new item

Food and Beverage Items Selected [lbattell] - Maestro Hotel

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) 10 Create (F6) Delete (F7) Lookup (F8) Select

File Record Window Add Help

Booking Number: 6368 Client Code: 56877 Event Number: 1 Sub-Event Number: 1

Booking Status: CF

Date: 12/01/2020 Time: 12:00pm to 01:00pm

Location: ATRIUM

Line	Type	Group	Menu Code	Description	NP	Qty	Price(each)	T
10	BFAST	CONT	ASST BAKED	ASSORTED BAKED GOODS		20.00		Y
20	WINE	RED	NEWQUICK 10	NEW QUICK F&B MENU ITEM		5.00	48.00	



4.4.3 Add a New Preset Menu on the Fly

- 1) Open the Booking Entry screen
- 2) Drilldown (F5) on the Booking Event to access the Event Details screen

Line	Type	Group	Menu Code	Description	NP	Qty	Price(each)	T
10	BFAST	CONT	ASST BAKED	ASSORTED BAKED GOODS		20.00		Y
20	WINE	RED	NEWQUICK	NEW QUICK F&B MENU ITEM		5.00	48.00	

- 3) Select the appropriate sub event
- 4) Select the current list of Food and Beverage items for that sub event

Start	Sub#	End	Bld	Room	Gtd#	Exp#	Function	Set Up	FB	In	Sp	ST	DT
10:00am	6	05:00pm	QL	GEORGIAN	40	20	MEETING	R10					
10:15am	7	04:00pm	QL	MAGNOLIA	40	20	BREAKOUT	CLASSROOM					
12:00pm	1	01:00pm	QL	ATRIUM	20	20	LUNCH	AS IS	Y				
05:00pm	4	06:00pm	QL	ATRIUM	20	20	REG DESK	AS IS					
06:00pm	5	07:00pm	QL	ATRIUM	20	20	DINNER	BUFFET	Y				

- 5) Select Add | Select New Preset Menu

Line	Type	Group	Menu Code	Description	NP	Qty	Price(each)	T
10	BFAST	CONT	ASST BAKED	ASSORTED BAKED GOODS		20.00		Y
20	WINE	RED	NEWQUICK	NEW QUICK F&B MENU ITEM		5.00	48.00	

- 6) This option can be used to add an existing menu code to an existing preset menu OR to add a completely new Preset menu utilizing existing menu codes as the menu selections
- 7) Find the Preset menu to add a new menu selection

Preset Menu Maintenance [lbattell] - Maestro Hotel and Reso

Training 5.5 DB 19ms

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record **9** Window Help

Preset Menu Code: Italian Station
 Available Dates: 12/31/2020

Selling Price: 1.00
 Serves How Many: 1.00

Line	Type	Group	Menu Code	Qty	Price	Cost
10	RECEPT	****	ITALSTASAL	1.00		
8 20	ZZZZ	ZZZZ	ZPASTCHOICE	1.00		

- 8) To add a new menu selection to one of the 'courses' on a Preset Menu, select the Course
- 9) Select **Window** | **Select Menu Selections**

Preset Menu Selections Maintenance [lbattell] - Maestro Hotel

Training 5.5 DB 64ms

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) **10** Create (F6) Delete (F7) **11** Lookup (F8) Select

File Record Window Help

Preset Code: ITALIANSTATI
 Menu Code: ZPASTCHOICE
 01/01/1997

Italian Station
 Pasta Selection

Selection	Price	Description
FARFALLE		Farfalle with Roasted Artichok
FUSILLI		Fusilli with Farmers Sausage
NOODLES		Noodles with Smoked Ricotta
PENNEROMATOM		Penne Rigate with Roma Tomato
QUICK		

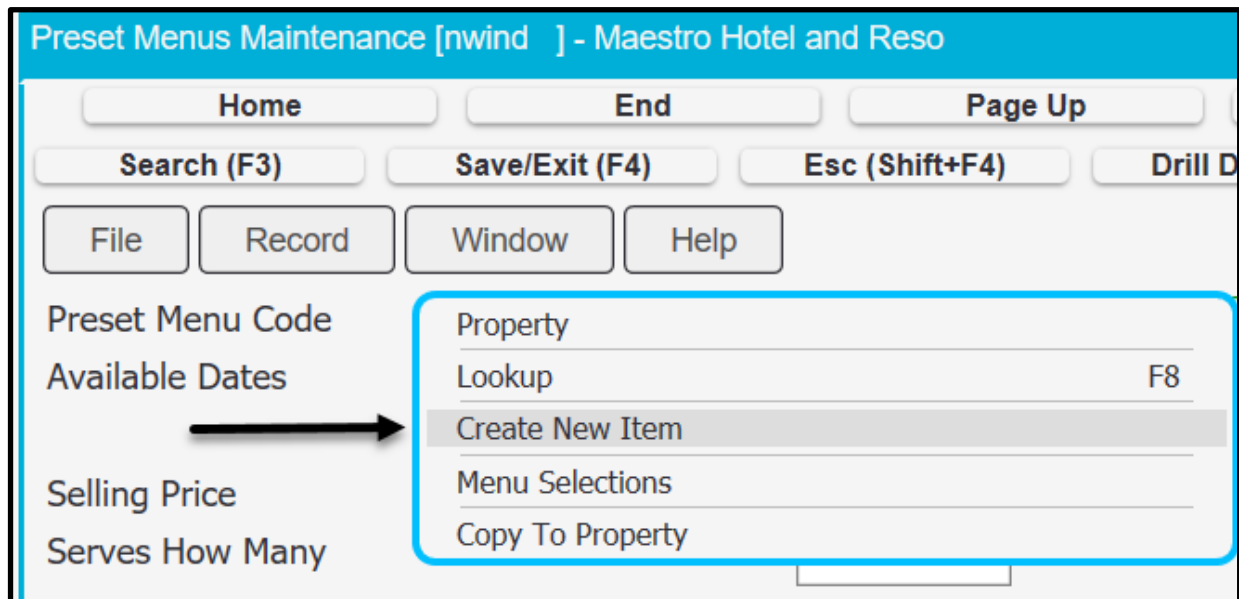
- 10) **Create (F6)** to move the cursor to the next available line
- 11) **Lookup (F8)** to select the new menu selection for this course within the Preset Menu and Enter to the next line
- 12) **Save/Exit (F4)** back to the booking to complete adding the Food and Beverage items

Note: See the next section on **Adding Preset Menus in Sales and Catering**

5. Creation of a Preset Menu

A Preset Menu is created when guests need to choose from a predetermined short list of Food and Beverage items.

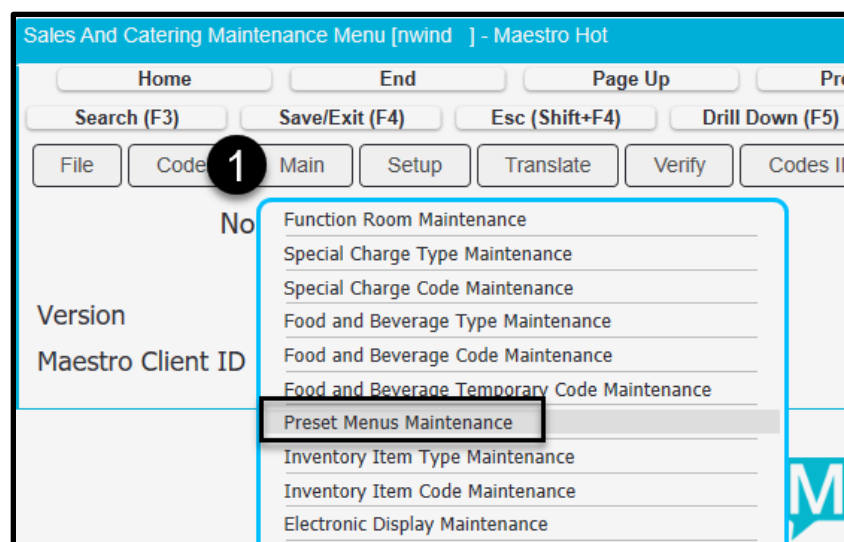
- All Menu Selection Codes including menu components/courses should be created first
- If an item has been missed Select **Window** | **Select Create New Item** from within the Preset Menus Maintenance Screen to add an item on the fly



5.1 Create a Preset Menu

5.1.1 Find the Name of the Preset Menu

- 1) From the Sales and Catering Maintenance module, Select **Main** | **Select Preset Menus Maintenance**



- 2) **Lookup (F8)** on the Preset Menu Code field OR
- 3) **Search (F3)** to find the menu code where there is a long list of codes
- 4) Input the first 2 or 3 letters of the menu code then **Lookup (F8)** to access the list of menu codes at the place where the item might be found instead of the top of the list. I.e. Input DIN to start searching for a DINNER Preset Menu Code
- 5) Maestro will display the “Selling Price” and “Serves How Many” fields

Line	Type	Group	Menu Code	Qty	Price	Cost

5.1.2 Add the Courses

- 1) Place the cursor in the Line field in the first available line, then **Create (F6)** to begin a new line item
- 2) **Lookup (F8)** to select the Menu Code that has been created for the first “Choice or Course” option filter

Line	Type	Group	Menu Code	Qty	Price	Cost
10	DINNER	****	CHAPP	1.00		

3) This code may be a specific menu component or may be a “Choice of” code, i.e. Choice of Appetizer. Actual Choices/Menu selections will be added later

Menu Code	From Date	Description	Price	MenuType	MenuGrp
CHAIRBKFST	01/01/1997	chairmansbreakfast	16.00	BFAST	****
CHAMPSORBET	01/01/1997	Champagne and Passion Fruit So		DINNER	SORBET
CHAMPTOAST	01/01/1997	Champagne Toast		HSTBAR	WINE
CHAMSORBET	01/01/1997	Champagne and Passion Fruit		DINNER	SORBET
CHAPP	03/05/2020	Choice of Appetizers		DINNER	****
CHARGESPERBO	01/01/1997	Charges per Bottle		HSTBAR	LIQUOR
CHARMUSSELS	01/01/1997	Chardonnay Steamed Mussels		DINNER	CDCPLT

4) 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:

- Plated Dinner Menu ~ Price of \$40.00 per person
- Choice of Appetizers ~ no additional price
- Choice of Main ~ no additional price
- Choice of Dessert ~ no additional price

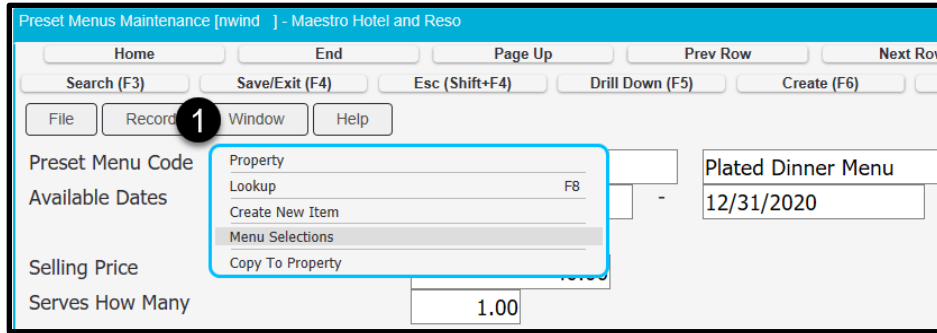
Preset Menu Code: DINNER | Plated Dinner Menu
 Available Dates: 01/01/1997 - 12/31/2020
 Selling Price: 40.00
 Serves How Many: 1.00

Line	Type	Group	Menu Code	Qty	Price	Cost
10	DINNER	****	CHAPP	1.00		
20	DINNER	****	CHMAIN	1.00		
30	DINNER	****	CHDESS	1.00		

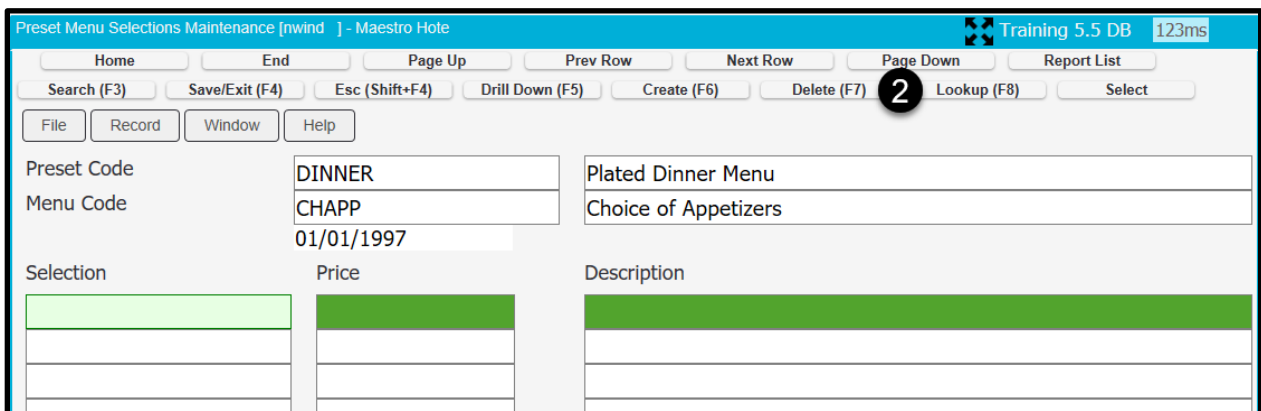
5.1.3 Add the Menu Selections (Choices)

Link the menu selections to the Choice/Course menu codes. They will pop up when the Preset Menu Code is selected in a Booking. These choices are specific to this Preset Menu.

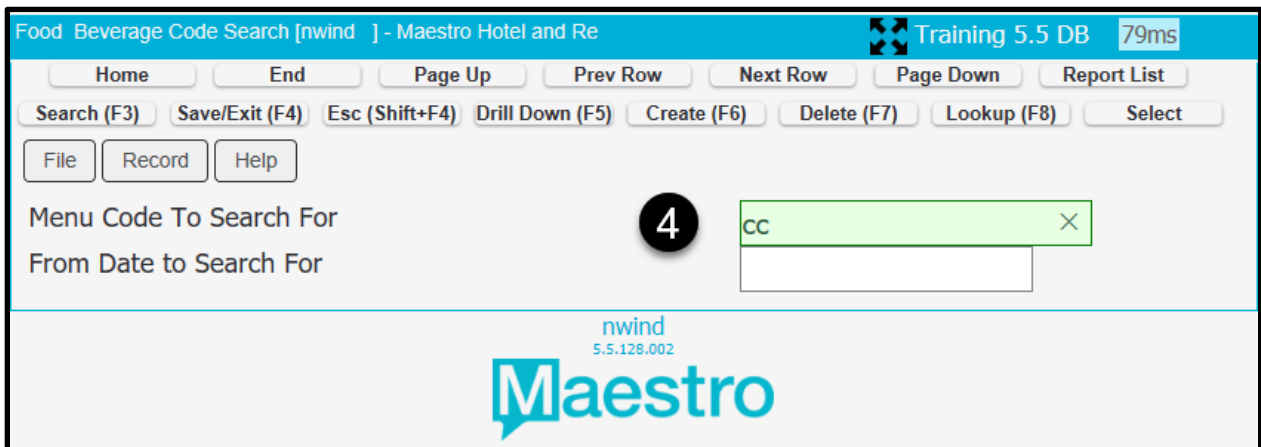
- 1) Select **Window** | Select **Menu Selections**



- 2) Use the **Lookup (F8)** key and select the **Menu Code** that is a choice or selection under this particular “Choice” Menu, OR



- 3) After **Lookup (F8)**, **Search (F3)** to find the menu code where a long list of codes is available
- 4) Input the first 2 or 3 letters of the menu code then **Enter** twice to access the list of menu codes at the place where the item might be found instead of the top of the list which is the default



5) Select the item and choose Enter (Select)

Menu Code	From Date	Description	Price	MenuType	MenuGrp
CC HORS D'O	01/01/1997	Chef's Choice of Hors D'Oeuvre	10.00	RECEPT	****
CDCBBQBUF	01/01/1997	Chateau Des Charmes BBQ Dinner	55.00	DINNER	****
CDC CAB/MERL	01/01/1997	CDC Cabernet Merlot		WINE	RED
CDC CHARDONNA	01/01/1997	CDC Chardonnay		WINE	WHITE

Note: A surcharge price may be added to any specific menu selections, that will apply as an addition to the original Preset Menu Code Price. In the below example, the original price of \$40.00 will be charged, and an additional \$20.00 will be added if the Lobster is selected. This will result in a total charge of \$60.00 for each guest selecting the Lobster main course.

Selection	Price	Description
BABYBACKRIBS		Baby Back Ribs
BEEFCHEVRECR		Beef Tenderloin with Chevre
GRILLEDQUAIL		Grilled Smoked Quail
LOBSTER	20.00	Lobster
POACHEDTEND		Poached Beef Tenderloin

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

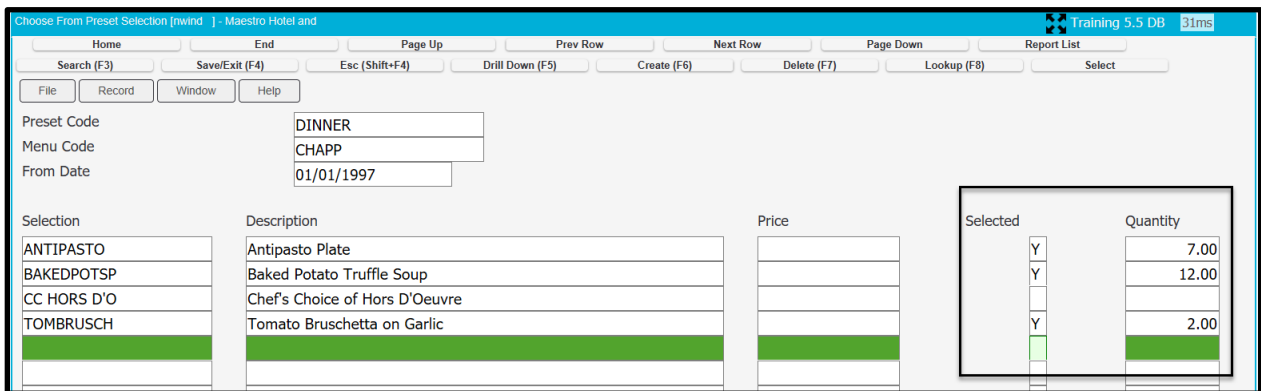
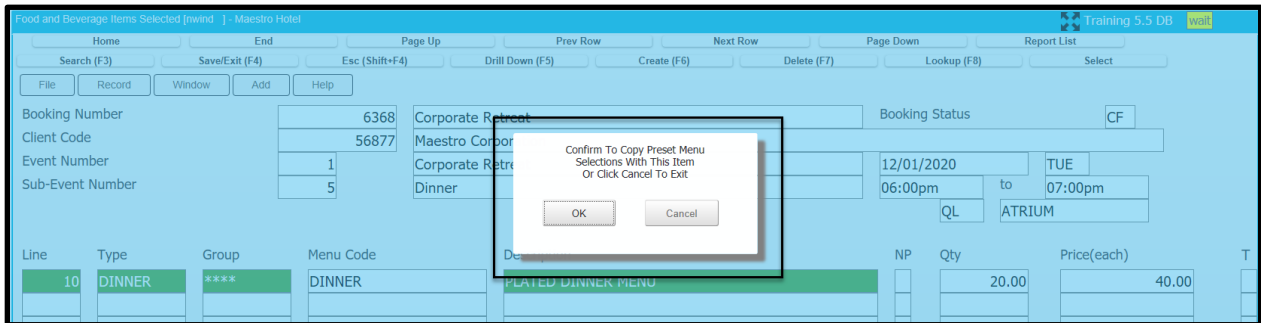
In the above example, an item has been created for:

- 1) Plated Dinner Menu ~ Price of \$40.00
- 2) Main Course Selections ~ no price
- 3) Baby Back Ribs (and additional \$0 Entrees) ~ no price
- 4) Lobster ~ \$20.00 additional per guest

5.1.4 Utilizing a Preset Menu in a Sales and Catering Booking

When adding a Preset Menu to a Booking, the user will be prompted for selection by displaying the list of items for each course in the order the courses were added to the Preset Menu. The user makes the choices for each course, then Save/Exit (F4) to prompt Maestro to pop up the next courses selections.

Each Choice or Course, in this example, will display the list of choices to select from. The user can select more than one selection and the total Quantity can be less than, equal or greater than the number of guests attending.



5.1.5 Preset Menu without Menu Selections

A Preset Menu does NOT have to have menu selections added to each course. They can also be created where each course is already defined. For example, a wedding package could include 'Courses' of:

- Toast
- Host Bar
- Hors D 'Oeuvres
- Wine
- Main Course
- Wedding Cake
- Host Bar
- Late Night Buffet

In the above example:

- Each 'course' has just one option so Menu Selections are not required to be added
- This example makes adding a typical wedding package Food and Beverage options easier
- The user selects one Menu option: I.e., Wedding Package 1 on the booking and all the items automatically display on the bookings' Food and Beverage Items list and BEO
- Details for each course would be found in the Food and Beverage Text