



# Food & Beverage Estimates

## Quick Reference Guide

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### Introduction

This Quick Reference Guide will introduce users to the food & beverage estimate capability in Maestro, allowing the user to automatically attach food & beverage codes to a particular function type. Food & beverage estimates allow the user to see a forecasted picture of estimated revenue on the books, prior to detailing each event.

### Procedure

Prior to creating food & beverage estimates, all applicable food & beverage codes and function types must be built. The appropriate food & beverage codes must then be attached by function type to create the estimate. To assign the estimate to a booking, the function type **must be entered in the event details screen**.

### Creating a Food & Beverage Type Code for the Estimate Codes

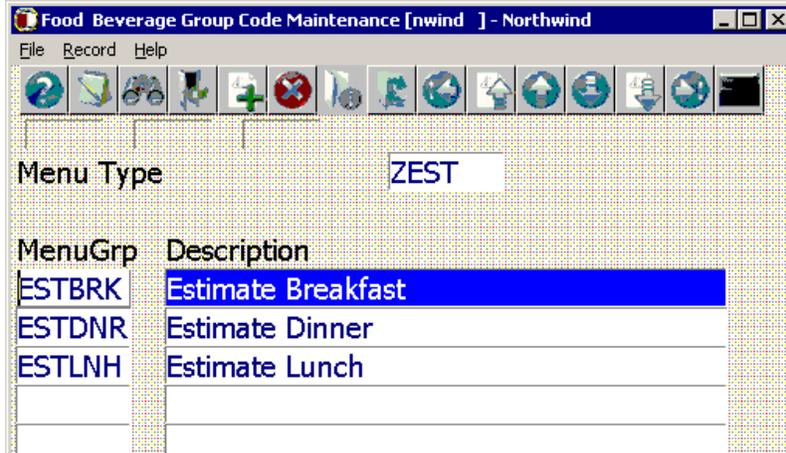
Prior to creating food & beverage codes, it is helpful to create a new food & beverage type and food & beverage menu group within a type, to separate estimate codes from actual menu items.

#### To create a new Food & Beverage Type:

- 1.) In Sales & Catering Maintenance, go to **Main | Food & Beverage Type**
- 2.) Create a new Food & Beverage Type for your estimates (**ZEST** in the below example)

CSHBAR	Cash Bar
DINNER	Dinner
HSTBAR	Host Bar
LUNCH	Lunch
PRESET	Preset Menu's
RECEPT	Reception
WINE	Wine Services
<b>ZEST</b>	<b>Estimates</b>
ZZZ	Choice Selection

- 3.) Once the new type is created, highlight the line and select **Window | Menu Groups**
- 4.) Add all appropriate menu groups for the estimate codes you would like to create

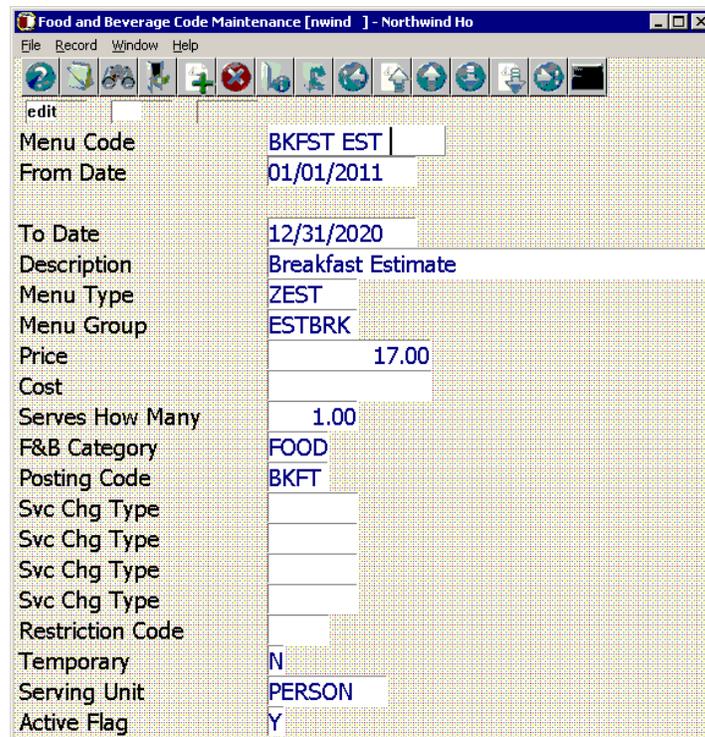


### Building Food & Beverage Codes to Represent Estimated Revenue

After creating food & beverage type/menu group, appropriate food & beverage codes to represent the estimated revenue should be created. The codes used *can* be a previously created food & beverage code, but it is recommended to create *estimate specific codes* (as demonstrated below), to avoid any confusion between actual confirmed details and estimates within the events.

To create a new Food & Beverage Code

- 1.) In Sales & Catering Maintenance, go to **Codes | Food & Beverage Code Maintenance**
- 2.) 'F6' and begin creating a Food & Beverage Code for each estimate required



- 3.) The Menu Type/Menu Group used should be the selections created in 2.1
- 4.) The 'Price' entered should be the estimate of what the average revenue (per item) generated for this code would be

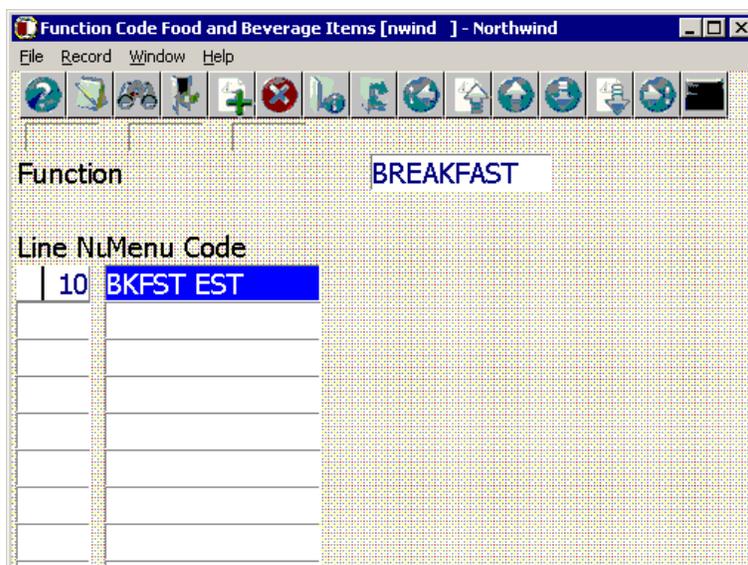
This process should be repeated for all items that will require Food & Beverage Estimates (i.e. – Breakfast, Lunch, Dinner, Break, Reception, etc.)

### Attaching Food & Beverage Estimates to Function Types

Once the food & beverage estimate codes have been created for each function type needing estimates, the estimates then need to be attached to the appropriate Function Type in Maestro to carry out the estimate.

To attach Food & Beverage Estimates to Function Types

- 1.) In Sales & Catering Maintenance, go to **Codes | Function Code Maintenance**
- 2.) Highlight the first function type that requires an estimate to be attached to it and select **Window | Attach FB Codes**



- 3.) 'F6' to begin attaching the estimated items to the function type.
- 4.) In the 'Menu Code' field, press 'F8' to view all available menu selections to be attached  
(Note: Multiple Food & Beverage Codes may be attached to calculate the appropriate estimate)
- 5.) Repeat this process for all Function Types that will require estimates

### Attaching the Function Type to a Sub-Event to Calculate Estimates

Once the function type has had the appropriate food & beverage code(s) attached, it must then be added to a Sub-Event to calculate the forecasted revenue in financial reporting.



**Event Details [nwind ] - Northwind Hotel & Conf Center**

File Record Window Event SubEvent Audit Help

**Create**

Booking Number: 1151 Booking: Booking Booking Status: TN  
 Client Code: 36 Northwind Cda  
 Event Number: 1 Booking From: 08/10/2011 WED to 08/10/2011 WED

Description: Event Audit Status:   
 Event Date: 08/10/2011 WED Property Code: NWH  
 Exp Adults: Event Text: N  
 Exp Children: Event Def Text: N  
 Gtd Adults:   
 Gtd Children:   
 Max# Tickets:

FOOD/BEV INVENTORY CHARGES

Start	Sub#	End	Bld	Room	Gtd#	Function	Set Up	FB	In	Sp	ST	DT
08:00am	1	05:00pm	ENW	BALLROOM	50	MEETING	SEENOTES					
08:15am	2	08:45am	ENW	BALLROOM	50	BREAKFAST	AS IS	Y				

- 1.) Create the sub-event(s) for the estimates that you would like to create
  - 2.) In the 'Gtd#' field, enter the number of guests that you would like to estimate for
  - 3.) In the 'Function' field, select the appropriate function that you would like to estimate for.
- Once the Function is attached, the food & beverage codes added in 2.3 will automatically display in the 'food & beverage items selected' screen

**Food and Beverage Items Selected [nwind ] - Northwind Hote**

File Record Window Add Help

Booking Number: 1151 Booking: Booking Booking Status: TN  
 Client Code: 36 Northwind Cda  
 Event Number: 1 Event: 08/10/2011 WED  
 Sub-Event Number: 2 Breakfast: 08:15am to 08:45am  
 ENW BALLROOM

Line	Type	Group	Menu Code	Description	NP	Qty	Price(each)	T
10	ZEST	ESTBRK	BKFST EST	BREAKFAST ESTIMATE		50.00	17.00	

*(Note: If the estimate will not be required for event once the function type has been added, simply highlight the line in the above food & beverage items selected screen and press 'F7' to delete)*