



How to Set up Serving Units in Maestro Quick Reference Guide

The instructions below will walk you through setting up and adding new serving units into Maestro.

The addition of serving units to each Food & Beverage item allows a property to have greater control in how the item appears on the BEO. For example, items will now say per Person, per Gallon, per Serving, per Platter, etc based on what you wish to set up.

The first step is to create the Serving Units that will be assigned to all or some of your food & beverage codes. To do this, begin from the Main Sales & Catering Maintenance screen. Select the Code Menu and then select Serving Unit Code Maintenance.

Press the create key and begin by entering in the serving unit code that will be assigned to an item in the ServCode field and then key in the description of that serving item in the Description field. It is the description that will print on the BEO. The description does not have to include the word 'per' as this is already in place on the BEO. For example if you were creating a serving unit for Per Person items, the ServCode might be Person and the description will be Person.

Once you have created the different serving units that will be assigned to food & beverage codes, they must be linked to each code. To link a serving unit to a Food and Beverage code, begin from the main Sales & Catering Maintenance screen and select the Main menu. Then select Food and Beverage Code Maintenance.

Begin by pressing the Home key to display the first item located in this list and place your cursor on the serving unit field. Use the look up key or type in the serving unit that should be assigned. Once done, you can place your cursor on the menu code field and press the Page Down key to move to the next menu item.

Serving units may be added for each Food and Beverage, as required. Once completed, when you generate a BEO for a booking or an event, you will then see the assigned serving unit reflects next to the price for the item.