

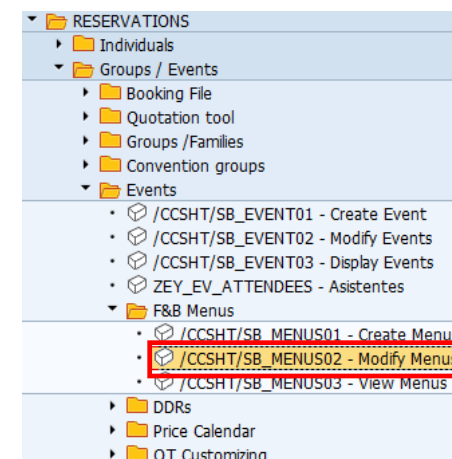


Modification of F&B menus

Business Process

December 2023

You can change the menus in folder Reservations → Groups /Events → Events → F&B Menus



- ✓ Hotel can't access to the transaction "create menus".
- ✓ Hotels has only access to the transaction "modify menus" and manage menus already created. If you have used all the menus and you need more menus, you must request them by jira ticket.
- ✓ The split defined must be:
 - Menu with only beverage and food (buffet, cocktails..) Food 80 % and Beverage 20 %
 - Coffee: 100 % food
 - Drink package and open bar: 100 % beverage

*Countries with two VAT for beverage 10 % high VAT and 5 % low VAT

These are the concepts of menus created in the system:

BGR_0001	Company menus
LGR_0001	Leisure Groups
SPORT_0001	Sport Groups
GALA_0001	Banquet menus (first communion, baptisms, Christmas dinner, Valentine's...)
CFBRK_0001	Coffee (including thermos, business breakfasts...)
FINGER_0001	Finger buffet/Brunch
WEDDING_0001	Wedding menus (including "second dinner")*
COCKTAIL_0001	Cocktails
BUFFET_0001	Every buffet and afternoon snacks for sport groups
OPENBAR_0001	Open bar (valid for when we sell soft or long drinks)
PICNIC_0001	Picnic
DRINKPACKAGE_0001	Wine cellar (à la carte choice of wine, champagne...)

*If it is a children's menu, we will indicate it in the description

Menu	Description	Menu	Description
SPORT_0001	Sport Menu 1	WEDDI_0000	Wedding Menu 0
SPORT_0002	Sport Menu 2	WEDDI_0001	Wedding Menu 1
SPORT_0003	Sport Menu 3	WEDDI_0002	Wedding Menu 2
SPORT_0004	Sport Menu 4	WEDDI_0003	Wedding Menu 3
SPORT_0005	Sport Menu 5	WEDDI_0004	Wedding Menu 4
SPORT_0006	Sport Menu 6	WEDDI_0005	Wedding Menu 5
SPORT_0007	Sport Menu 7	WEDDI_0006	Wedding Menu 6
SPORT_0008	Sport Menu 8	WEDDI_0007	Wedding Menu 7
SPORT_0009	Sport Menu 9	WEDDI_0008	Wedding Menu 8
SPORT_0010	Sport Menu 10	WEDDI_0009	Wedding Menu 9
		WEDDI_0010	Wedding Menu 10
		WEDDI_0011	Wedding Menu 11
		WEDDI_0012	Wedding Menu 12
		WEDDI_0013	Wedding Menu 13
		WEDDI_0014	Wedding Menu 14
		WEDDI_0015	Wedding Menu 15

Menu	Description
BUFFE_0001	Generic Buffet 1
BUFFE_0002	Generic Buffet 2
BUFFE_0003	Generic Buffet 3
BUFFE_0004	Generic Buffet 4
BUFFE_0005	Generic Buffet 5
BUFFE_0006	Generic Buffet 6
BUFFE_0007	Generic Buffet 7
BUFFE_0008	Generic Buffet 8
BUFFE_0009	Generic Buffet 9
BUFFE_0010	Generic Buffet 10

The IT department will create 10 menus of each type in the system (10 BGR, 10 LGR ...). The hotel has to change these already created menus and adapt them to what the hotel offers.

If you need more menus, please request it via Jira and Business Process Department will create as many as you need.


F&B MENUS – NEW CONCEPTS

Service types and revenue concepts

SERVICE TYPE	DESCRIPTION	REVENUE CONCEPT
BSBKFS	Business Breakfast	CFBR
BSCOCT	Business Cocktail	MENF/MENB/MENH
BSDINN	Business Dinner	MENF/MENB/MENH
BSLNCH	Business Lunch	MENF/MENB/MENH
BUSBUF	Business Buffet	MENF/MENB/MENH
CATERI	Catering	CTGF/CTGB/CTGH
COFBRK	Coffee Break	CFBR
GALBUF	Gala Buffet	BQTF/BQTB/BQTH
GALCOC	Gala Cocktail	BQTF/BQTB/BQTH
GALDIN	Gala Dinner	BQTF/BQTB/BQTH
GALLCH	Gala Lunch	BQTF/BQTB/BQTH
LEIBKF	Leisure Group Breakfast	BKFS
LEIDIN	Leisure Group Dinner	DINF/DINB/DINH
LEILCH	Leisure Group Lunch	LNCF/LUNB/LUNH
PICNIC	Picnic	PCNC
RT2SER	Restaurant 2 Service	RT2B/RT2F
SNACKS	Snack	CKTF/CKTB/CKTH
SPRBKF	Sports Group Breakfast	BKFS
SPRDIN	Sports Group Dinner	DINF/DINB/DINH
SPRLCH	Sports Group Lunch	LNCF/LUNB/LUNH
SPRSNK	Sports Group Snack	PCNC
WEDBUF	Wedding Buffet	WEDF/WEDB/WEDH
WEDCOC	Wedding Cocktail	WEDF/WEDB/WEDH
WEDDIN	Wedding Dinner	WEDF/WEDB/WEDH
WEDLCH	Wedding Lunch	WEDF/WEDB/WEDH

Modify Menus

ESOU.OUREN NH Ourense *****

Menu 



☐ Display also specific menus

Menu	Description
BGR_0000	Company Menu 0
BGR_0001	Company Menu 1
BGR_0002	Company Menu 2
BGR_0003	Company Menu 3
BGR_0004	Company Menu 4
BGR_0005	Company Menu 5
BGR_0006	Company Menu 6
BGR_0007	Company Menu 7
BGR_0008	Company Menu 8
BGR_0009	Company Menu 9
BGR_0010	Company Menu 10
BUFFE_0000	Generic Buffet 0
BUFFE_0001	Generic Buffet 1
BUFFE_0002	Generic Buffet 2
BUFFE_0003	Generic Buffet 3
BUFFE_0004	Generic Buffet 4
BUFFE_0005	Generic Buffet 5
BUFFE_0006	Generic Buffet 6
BUFFE_0007	Generic Buffet 7
BUFFE_0008	Generic Buffet 8
BUFFE_0009	Generic Buffet 9
BUFFE_0010	Generic Buffet 10
143 Entries found	

Menu data


ESOU.OUREN NH Ourense *****

1

Menu BGR_0000 Company Menu 0  Description 

Start date 01.01.2016 End date 31.12.2020

Cost price Min. Pax 1 Concept GASTROEV ☒ Editable

Sales price 100,00 Curr. EUR Europ...  Service Type BSLNCH Department






☐ Tax included ☐ Do not use ☐ Specific menu








2

Menu standard description Sales description

3

Composition Events associated Styles

Group	Group description	D...	Dish	Rem.	Dish description	Wildcard descript.	Sales price	Tax incl.	Cost price	
0003	Main courses	1	01070925		GENERIC DISH FOOD		80,00	<input type="checkbox"/>		
0005	Beverage	2	02020190		GENERIC DISH BEVERAG...		20,00	<input type="checkbox"/>		

       Multiple choice

1

Menu BGR_0000 Company Menu 0

Start date 01.01.2016 End date 31.12.2020

Cost price Min. Pax 1 Concept GASTROEV ☒ Editable

Sales price 100,00 Curr. EUR Europ... Service Type BSLNCH Department

☐ Tax included ☐ Do not use ☐ Specific menu


Menu descriptions

Hotel ESOU.OUR...
Menu BGR_0000

Language	Description
DE	Firmen Menü 0
EN	Company Menu 0
FR	Menu Entreprise 0
IT	Company Menu 0
NL	Bedrijfsmenu 0
PT	Menu Empresa 0
ES	Company Menu 0
CA	Menu d'Empresa 0

It is necessary to give a description to the selected menu (e.g. 'Tempting Lunch'). All descriptions are in English.

This description will be shown in the quotation and contracts, please pay attention to this!

By pressing the  **Description** button, you have the option to add several languages.

When you send the quotation in German, for example, make sure that the DE language is created as well.

1

Start date: fill in the cut-off date of your hotel.

End date: Bear in mind yearly price modifications when adding the end date. Dates must be the same in Quotation Tool Transaction: ZEY_ME_ITEM1

Cost price: leave blank.

Min. Pax: minimum number of persons to which the menu is applied (can be useful for buffets, for example).

Concept	Use	Example
GASTROEV	<ul style="list-style-type: none"> Menus with low VAT items only Menus with combined VAT items 	<ul style="list-style-type: none"> Food + Beverage non-alcohol Food + Beverage non-alcohol + Beverage alcohol / Food + Beverage alcohol
GASTROEVH	<ul style="list-style-type: none"> Menus with High VAT items only 	<ul style="list-style-type: none"> Beverage alcohol

Editable: activate if the menu can be modified when associated with a reservation.

Sales price: the price must be informed. It must be the total of the sum of the dishes.

Department: inform F&B or C&B department.

Service Type: must be informed in menus used in Quotation Tool.

Tax included: depends on the country of the hotel.

Do not use: activate if the menu should not be used (anymore). If this flag is clicked this menu won't be able for Quotation Tool ner DDR.

2

Menu standard description	Sales description
Max. 1000 characters	Max. 1000 characters

We can display it in the Service Order.



Note about the sales strategy for this type of service. We can display it in the Service Order.



Menu standard description	Sales description
Buffet includes: - warm/cold items - chef's choice - sandwiches meat/fish/vegetarian	Serve only in X room Soft drinks supplement €1,50

Use the format shown in the screenshot above:
first capital letter, rest of letters in lowercase.

3

By using the **Wildcard description** and related remarks, you can include all the information you need per dish in the Service Order. This way you can use more than 250 characters.

Multiple choice

Here you create the lines (**Group**) that make up your menu. See the list for the different options:

Examples:

Lunch: Main courses + Beverage

Coffee Break: Main courses + Main courses

4 hours arrangement: Main courses + Beverage

Open Bar: Beverage + Beverage (alcohol + non-alcohol)

Group	Description
0001	Appetizers
0002	Starters
0003	Main courses
0004	Desserts
0005	Beverage

Select the type of **dish** for each line created. These are the options you have: **It is very important for the split of VAT.**

3

Group	Group description	Dish order	Dish	Rem.	Dish description	Wildcard descript.	Sales price	Tax incl.	Cost price
0001	Appetizers	1	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0002	Starters	2	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0003	Main courses	3	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0004	Desserts	4	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0005	Beverage	5	02020190		GENERIC DISH BEVERAGE NO-ALCO		2,00	<input checked="" type="checkbox"/>	

Remarks: can be used to detail the composition of each group created (it will not be used very often).

Wildcard description: short descriptions.

Sales price: fill the price per line. The total sum of the dishes must be the same as the sales price.

All dishes must have a price!

Tax incl.: depends on the country of the hotel.

Menu	BGR_0000	TEMPTING LUNCH		Description	
Start date	01.01.2016	End date	31.12.2020		
Cost price		Min. Pax	1	Concept	GASTROEV
Sales price	10,00	Curr.	EUR Europ...	Service Type	BSLNCH
<input type="checkbox"/> Tax included	<input checked="" type="checkbox"/> Do not use	<input type="checkbox"/> Specific menu		Department	F&B Food & Beverage

Modification menu in F&B

Link F&B menu in the events

*Function rooms | *Hotel Reser | *Clients | Additional Info | *Statistics | Commissions | Deposits | Actions | Packages | Routing and Charges | Fixed charges | Discount

Ord.Pac	S...	Section	No ...	Function Rooms	No ...	Start date	Star...	End date	End...	GST	Total cost	Total sale	F..	Tas	Res	M...	Set	Rmk	Service
			<input type="checkbox"/>	Salon As Bu...	<input type="checkbox"/>	02.10.2018	08:00	03.10.2018	23:00	2	0,00	123,96	<input type="checkbox"/>						

Management

Order

Price Calculation by:
☐ Price day
☐ Price time
☒ Price per Period

F. Rooms amounts

Cost Amount	0,00	EUR
Sale w/o discount	123,96	EUR
Sale w discount	123,96	EUR
Tax included	149,99	EUR

F. Rooms extras amounts

Cost Amount	0,00	EUR
Sale w/o discount	0,00	EUR
Sale w discount	0,00	EUR
Tax included	0,00	EUR

Actions

In the event you can link F&B menus in the '*Function rooms*' tab.

Double click on the yellow arrow '*Menu*' and the screen below will appear:

ESOU.OUREN NH Ourense **** 23.07.2018

Id	EV0090145...	Version	1	Description	REUNION S&T		S&T
Start date	02.10.2018	Start time	07:00	Function room	SALON		
End date	03.10.2018	End time	23:30	F.Room start date	02.10.2018	Start time	08:00
Service				F.Room end date	03.10.2018	End time	23:00

*Setup | Tasks | Resources | **Menus**

Pac.Ord	Menu	Menu description	Edit	Department	Description	Service Ty...	Date	Time	End date	End...	Serv....	E.Pax	G.
H 0000				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>							
H 0000				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>							
H 0000				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>							

ESOU.OUREN NH Ourense ***** 23.07.2018

Id EV0090145... Version 1 Description REUNION S&T S&T
 Start date 02.10.2018 Start time 07:00 Function room SALON
 End date 03.10.2018 End time 23:30 F.Room start date 02.10.2018
 Service F.Room end date 03.10.2018

*Setup Tasks Resources **Menus**

Pac.Ord	Menu	Menu description	Edit	Department	Description	Service Ty...
H 0000						
H 0000						
H 0000						

Menu Description Sales price Cur.

BGR_0001 Company Menu 1 10,00 EUR

BUFFE_0001 Generic Buffet 1 0,00 EUR

CFBRK_0001 Coffee Break 1 7,00 EUR

CFBRK_0002 Coffee Break 2 9,00 EUR

CFBRK_0003 Coffee Break 3 12,00 EUR

COCKT_0001 Cocktail 1 14,00 EUR

COCKT_0002 Cocktail 2 21,00 EUR

COCKT_0003 Cocktail 3 26,00 EUR

COCKT_0004 Cocktail 4 14,00 EUR

COCKT_0005 Cocktail 5 26,00 EUR

FINGE_0001 Finger Buffet 1 0,00 EUR

LGR_0001 Leisure Menu 1 0,00 EUR

PICNI_0001 Picnic 1 0,00 EUR

SPORT_0001 Sport Menu 1 0,00 EUR

Select the (created) menu that you want to use for the event and confirm with the "Enter" key.

*Setup Tasks Resources ***Menus**

Pac.Ord	Menu	Menu description	Edit	Department	Description	Service Ty...	Date	Time	End date	End...	Serv....	E.Pax
H 0000	BGR_0001	TEMPTING LUNCH				BSLNCH	02.10.2018	08:00				2

The "**Menu description**" can be modified and by double clicking on the menu (in this example BGR_0001), you display the menu.

Don't forget to inform the correct service type. Revenue of F&B depends on this field.

Menu data

ESOU.OUREN NH Ourense ****

Menu: BGR_0001 TEMPTING LUNCH Description

Start date: 01.01.2016 End date: 31.12.2099

Cost price: 0,00 Min. Pax: 1 Concept: GASTROEV ☒ Editable

Sales price: 10,00 Curr.: EUR Europ... Service Type: BSLNCH Department:

☒ Tax included ☐ Do not use ☐ Specific menu

Menu standard description

Buffet includes:
 - warm/cold items - chef's choice
 - sandwiches meat/fish/vegetarian

Sales description

Serve only in room X
 Soft drinks supplement €1,50

Composition Events associated Styles

Group	Group description	D...	Dish	Rem.	Dish description	Wildcard descript.	Sales price	Tax incl.	Cost price
0001	Appetizers	1	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0002	Starters	2	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0003	Main courses	3	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0004	Desserts	4	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	



Use this button to '**Copy menu to event**' so that it can be modified with the exact details requested by the client and confirm with the save button. The master data of the menu will not be modified. The system will automatically apply the menu that we have created.

REMEMBER: all dishes must have a price!

Modification menu in F&B

Manage menu in a DDR

- ✓ You can change the menus in the DDR. Reservations → Groups /Events → Events → DDR
- ✓ You can add the menus in the column “Service ID” if they don’t have marked the flag “do not use”.
- ✓ TMS will upload the price of the menu, but you can change according your needs.

Code	P_HDDR+A	1/2 JOURNÉE D'ÉTUDE APRES-MIDI (VIN)		<input checked="" type="checkbox"/> Active	Expire	01.01.2025
Currency	European Euro					
Start Time	12:00	Until	18:00	<input checked="" type="checkbox"/> Tax included	Creation date	27.06.2018
Pax Min/Max	10	Until	160	<input checked="" type="checkbox"/> Editable		
				<input type="checkbox"/> Group package		
Remarks						

Simulation	
Pax	0
PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00

Add lines other packages

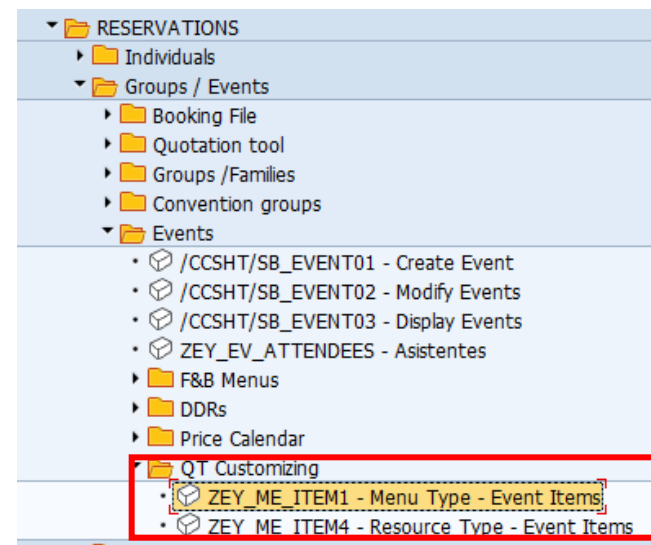
Servi...	Service Group	ID F.Room	Descrip.	Rooms	Service ID	Service Dept.	Description	Edit	Description	Quantity	Start ti...	End time	%Percentage	Price
	FUNCTION ROOM	1	Main						TOTAL	1	14:00	18:00	14,71	10,00
	RESOURCE	1	Main		FLSCBE		C&B Vidéoprojecteur, écran et paperboard		TOTAL	1	14:00	18:00	0,00	0,00
	SETUP	1	Main				C&B		TOTAL	1	14:00	18:00	0,00	0,00
	FUNCTION ROOM	2	Share...	FOYER			FOYER		TOTAL	1	16:00	16:30	0,00	0,00
	F&B MENU	2	Share...	FOYER	CFBRK_0001	COFB...	C&B Pause matin (boissons&gourmandises)		GUEST	1	16:00	16:30	14,71	10,00
	SETUP	2	Share...	FOYER	COFBK		C&B COFFEE BREAK		TOTAL	1	16:00	16:30	0,00	0,00
	FUNCTION ROOM	3	Share...	REST...			RESTAURANT		TOTAL	1	12:30	14:00	0,00	0,00
	F&B MENU	3	Share...	REST...	BGR_0001	BSLN...	C&B Déjeuner 3 plats, eaux minérales, café		GUEST	1	12:30	14:00	63,24	43,00
	F&B MENU	3	Share...	REST...	DRPAK_0001	BSLN...	C&B Forfait 1/3 vins		GUEST	1	12:30	14:00	7,35	5,00
	SETUP	3	Share...	REST...	BANQU		C&B BANQUET		TOTAL	1	12:30	14:00	0,00	0,00
													100,00	68,00

Modification menu in F&B

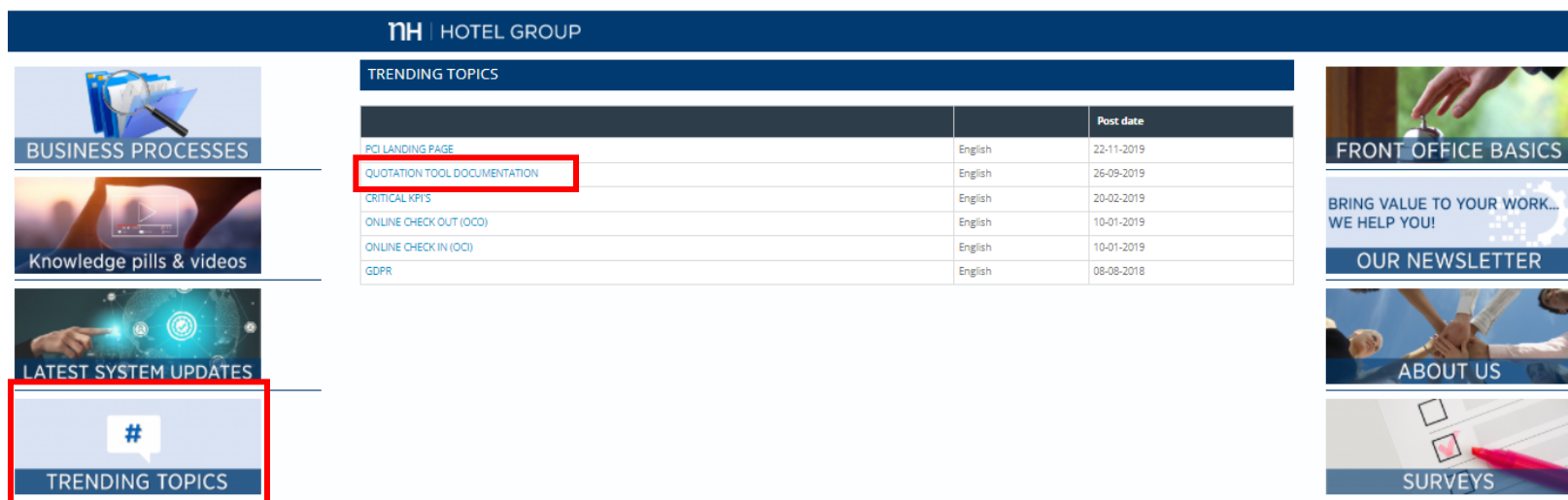
Update menus in Quotation Tool

Please keep in mind you have to update the menus in the Quotation Tool transaction any time you update the menus.

You can do it from this transaction.



You can get the whole process in our website by clicking on the image.



THANKS!

nh | HOTEL GROUP
PART OF **MINOR**
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