

Catering Instructions

SMP/5500



Catering Overview

CATERING keys

- ✓ Used for offsite sales
- ✓ Use the CATR CHRG key to ring in service charges, delivery, or set up fees for catering.
- ✓ Use the IC, CAKE, and MISC keys to ring up catering items. All three of these keys have drop downs.

Catering Ringing

Catering

- Log on with cashier number
- Enter \$ amount on keypad
- Press CATR CHRG key
- Subtotal
- Tender Order

IC, CAKE, MISC – These keys are used to ring in catered items

IC – Catered Ice Cream Items

- Log on with cashier number
- Press IC key
- Choose item from drop down and press corresponding number
- Subtotal
- Tender Order

CAKE – Catered Cakes

- Log on with cashier number
- Press CAKE key
- Choose item from drop down and press corresponding number
- Subtotal
- Tender Order

MISC – Catered Miscellaneous items; candles, extra mix-ins, toy

- Log on with cashier number
- Press MISC key
- Choose item from drop down and press corresponding number
- Subtotal
- Tender Order

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Pricing Catering Items

We realize stores may need to change prices on catering items from event to event. Below are instructions to follow when price changes need to occur.

1. Open SMP
2. **Double-click on MENU ITEMS**
3. **Click** Sort by ID
4. Enter in PLU number to search for (see list below)
5. **Click on the PLU** you searched for
6. Update Price
7. **Click Apply**
8. Repeat steps 4 thru 7 for the PLUs that you need to update
9. Click **OK**

Download / Downline Items

1. Open SMP, **Double-click on Download/Upload**
2. Download Send will already be selected
3. Under Command Column, **Select Menu Items**
4. **Click on Select All** above Workstations
5. **Click OK**
6. **Keyboard layout will appear – leave open**
7. When complete, The System Manager PRO dialog box will appear – Download Request was successful. **Click OK.**

Catering PLUs

PLU	DESCRIPTION	PLU	DESCRIPTION
4200	CATERING MIX IN	4304	LRC CATER
4301	SRD CATER	4305	PET CATER
4302	MRD CATER	12500	4OZ GRAB-N-GO
4303	MRC CATER	12600	8OZ GRAB-N-GO
inactive	SM PAN	inactive	LG PAN