

#26 - POS "Communiqué"
SPECIAL FUNCTIONS 1,2,3,4 – formerly known as
(CF603, Merchandise Requisition)

FUNCTION 1, 2, 3, 4:

What we are actioning during this process is when there is a function and the function has any purchases from the bar we will add to one of our function receivables. (Similar to an MR merchandise reception we used in the past).

The following steps are how to action our new Functions charges in the POS system

The mess Manager or Bar Supervisor will inform the staff on what special function number they will use for the function that is on that day. Each function in POS is tied to a special account for NPF.

Example:

*Smith wedding - Special Function 1 will be used
Jones luncheon – Special Function 2 will be used*

Private/OPI Functions - Regular prices will be charged

Mess Functions – Cost prices will be charged

Official Mess Dinner – Cost prices will be charged for wine/port

The procedure is the same as charging a Members Account or a Privileged Card to their receivable. (Adding their sales to a Bar Chit), (see instructions below creating a tab and transferring to a chit)

*When attaching their **TAB** to a **CHIT** you will type **S or SF** on the Account number field, click on enter this will bring up the four special function numbers and you will select the one that pertains to this function. – (manager/bar supervisor will inform the staff on which one will be used).*

CHIT: TRANSFERRING YOUR TAB TO A CHIT:

From quick screen - order the items for the customer

Click **TAB**

Enter the Functions name and click on enter

Now the function has a tab, now to add to a chit

Click on **CHIT**

Account Number: type **S or SF** and then enter (the system will give you all 4 special numbers and you will select the one you require),

Now the function has a chit. – You can send the chit to a holding area in the POS system and each time you need to add you will open the chit and order more items or when you are ready to finalize you will close. Once they are ready to leave;

Pull up their order – click on **PRINT** – have member look at the chit and sign. Once they give back to you click **CLOSE** - the cash calculator will appear (if the system is set up to accept tips/overrides) you will add the total amount and the change will

appear or the receipt will print and you will see the tip. (Staff will remove the tip from the drawer and then close the registrar).

The next morning Manager/Bar supervisor will pull a report called "Sales by Category and Revenue Center" as this will have the information that you are required to send to NPF, for the function you had the day prior.