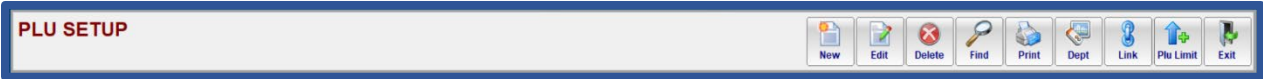


CREATING & MAINTAINING PLU ITEMS



After identifying an available PLU number, click the **new button**. This PLU number should be in the **same range** as items in the department you will allocate the PLU to.

This will open the PLU Item Details Window.

PLU Item Details

Brand Setup
Voucher
OK
Cancel

Details

Available Times

PLU

Price No Charge

Special

Department

Unit Cost

Unit

Comm (%)

Points

Sub Brands: Sub Brands:

KITCHEN PRINTERS

Descriptive Item B1 B2 K1 K2 K3 K4 K5 L

Print on Delivery Label KDS1 KDS2 KDS3 KDS4 KDS5

Name

Tax Code Out of stock

Premium

Touch Group

Set Menu Group

Meal Type

Main Meal Multiplier

Prep Time

Tare

Manager authorisation required

Commission excl

Royalty excluded

Set Menu item

Retail Item Active

Activate voucher printing

Allow decimal sales quantity

Is Donation

Apply Minimum Price Rule

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PLU: Enter the unique PLU number you have chosen here. If the number you have chosen is already in use, the system will prompt you and you will not be able to proceed in setting up the PLU.

PRICE: Input your selling price here. This will be an inclusive vat amount if you are vat registered. If you are not vat registered or the item doesn't carry vat, enter the ex-vat selling price. If the price is left blank, waiters will be able to punch in their own price when ordering the item. **For custom options/modifiers the selling price entered should be 0.01**

Special: Should you want to run a discounted price special, enter the special selling price here. When activating the Special through Pilot POS, Manager Menu, **all items with a special price inputted will be billed at the special price.**

Department: Click the drop-down arrow and select the sales department you wish to allocate this PLU to. For customer options/modifiers select the **MODIFY** department. Sales Departments must be created prior to creating PLUs.

Unit Cost: This field allows you to manually enter an ex-vat unit cost for the PLU, however you should **complete your PLU COSTINGS to achieve your true cost.** Once you have completed the PLU costing, it will update the unit cost in the PLU file.

UNIT: This is your unit of measure. Items sold by weight will have a unit of KG. Most other items will be EACH.

Comm%: Pilot caters for two types of commission. Turnover based which is setup when creating the waiters or itemized. If you prefer to work with itemized commission, punch in the percentage the waiter will earn when selling this item.

Points: If you incentivize your waiters, you can enter in how many points this PLU is worth. This will allow you to pull waiter incentives reports to see total points earned, points per R1000 sales and points per customer served.

Name: This is the name of the PLU. How you name it here is how it will print on order slips, display on kitchen display screens and print on customer invoices.

Tax Code: Click the drop-down arrow and select the correct tax code for the item. Non-vatable items must be set to 0%.

Touch Group: You can create Touch Groups here by typing in the name of the Touch Group, or click the drop-down arrow and allocated this PLU to an existing touch group if required. You can also create and manage Touch groups from within Touch Design.

Set Menu Group: If this PLU is part of a set menu, you can create a set menu group by typing in the name of the set menu or clicking the drop-down arrow and selecting an existing set menu group from the list. **Set menus can also be, and is preferred to be created from Campaign Manager.**

Meal Type: Click the drop-down arrow and select the meal type you wish to allocate to this PLU. Meal types are necessary if you wish to make use of the Main Meal Comparatives report and to view how many main meals are being sold.

Main Meal Multiplier: Enter in how many main meals this PLU is worth. As an example, a platter for two would have a main meal multiplier of 2. This is necessary for the main meal count and main meal comparatives report.

Prep Time: This is how long the PLU should take to make. If you are making use of Pilot Kitchen Display Screens, the item on the order with the highest prep time will display on the KDS and start counting down.

Tare: if you are selling an item by weight or liter, you can enter the tare weight here. Tare weight is the weight of an **empty container**.

Select the correct section printer the PLU order needs to print to. For customer options/modifiers select Descriptive Item, this will follow the main PLU to the section printer. If you wish to print the PLU details on a delivery printer for delivery orders select Print on delivery label. The L printer is the local bill printer, should you wish to send any orders there for the waiters to then carry through to the correct section. Selecting L for buffets and then giving the customer the slip is a good way to control who can get served from the buffet.

KITCHEN PRINTERS

Descriptive Item
 B1
 B2
 K1
 K2
 K3
 K4
 K5
 L

Print on Delivery Label
 KDS1
 KDS2
 KDS3
 KDS4
 KDS5



Use the **Edit button** to make changes to existing PLU's. Locked down stores will need to double click in the printer column on PLU's they have limited access to.

Out of stock: If you run out of stock on an item, you can edit the PLU and tick out of stock. Waiters will not be able to order it. Remember to untick it when you get stock in.

Manager authorization required: If this is ticked waiters will not be able to order the item with a manager authorization. Should you have open food/Bev PLUs, be sure to tick this option. The same is for any PLU where the price field is blank.

Commission excl: If you pay turnover based commission, but do not want to pay commission on this PLU you will need to tick this field.

Set Menu Item: Tick this field if this item is part of a set menu.

Retail Item: If you sell retail products tick this field on those items.

Active: All PLUs by default are active. By unticking active the waiters will not be able to order this item.

Activate voucher printing: PLU vouchers can be created in the PLU setup. Ticking this field will allow you to print a voucher for this PLU with a tracking number. Vouchers print out when billing off a table.

Allow decimal sales quantity: Should you sell anything by weight, whether the waiter manually punches in the weight being sold or you use weight embedded scales and a barcode scanner, this option must still be ticked. The price entered in the Price field must be the price per kg. When scanning the barcode from the weight embedded scale or manually entering the weight, the system will only deduct the weight of the item from stock, and calculate the selling price for that weight. If this is selected you will be able to enter in a **TARE WEIGHT** if needed.

Is Donation: Your business may support a charity, you can create that charity as a PLU, or if money generated from selling a normal PLU goes towards a charity you need to tick Is Donation. You will be able to pull a donation report to hand over to tax authorities and pay over the money to the charity. Donations are not recorder as turnover, but will be accounted for on the waiter and admin cashups.

Apply Minimum Price Rule: This applies to PLUs where Pilot's ADD/REMOVE functionality has been setup. This allows customers to remove certain ingredients off of PLUs for a pre-determined price deduction and add other ingredients on at a pre-determined extra cost. If Apply Minimum price Rule is ticked, the system will charge the original selling price if the customer has removed ingredients; whatever they add on does not bring the selling price back up to the original price or exceed it. This so your business does not lose money due to a customer swopping ingredients.

- Out of stock
- Manager authorisation required
- Commission excl
- Royalty excluded
- Set Menu item
- Retail Item Active
- Activate voucher printing
- Allow decimal sales quantity
- Is Donation
- Apply Minimum Price Rule



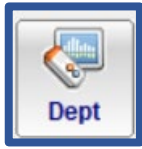
Use the **Delete button** to delete unwanted PLUs. We warn against this as the PLU may still be linked to costings and prep stock.



The **Find button** will allow you to search for PLUs. Tick the Show hidden item field to search for items that may be hidden.



Tick the **Print button** and choose the PLU report you would like to print.



Click the **Dept button** to view your sales departments. Here you can add new departments, edit existing, and delete departments. By highlighting a department and clicking the Select button, the PLU setup window will only show PLUs in that department.

PLU REPORTS

Report Selection

- PLU Listing
- Special Item Listing
- Out of Stock Items
- Inactive Items
- Decimal Sales Quantity allowed
- Retail Items

Show items that

Print **Exit**

Select a PLU

Show hidden item

Search

PLU	Description	Department
1024	Tartare	EXTRAS
1026	Mustard Sauce	EXTRAS
1028	Peri Peri Sauce	EXTRAS
1036	Special Sauce	EXTRAS

OK **Cancel**

PLU / DEPARTMENT / COST CENTRE

Select New Edit Delete Close

Department	Print Group	Cost Centre	Print Seq
BARM	ALC BEV	BEV	7
BURGER	MAIN	FOOD	
CBEV	COLD BEV	BEV	5
CHICK	MAIN	FOOD	3
COLD D	COLD BEV	BEV	5
COSH	COLD BEV	BEV	5
DESS	DESSERT	FOOD	4
DESSER	DESSERT	FOOD	4
EXTRAS	EXTRAS	FOOD	9
FVEG	FRUIT & VE	FOOD	3
GRILL	MAIN	FOOD	2
HOT DR	HOT BEV	BEV	6
IWINE	ALC BEV	BEV	2
LIQUOR	ALC BEV	BEV	2
MAIN	MAIN	FOOD	3
MISC	MISC	FOOD	9
MODIFY	EXTRA	MODIFY	