

## UNDERSTANDING THE PLU ITEMS FILE

The PLU file is a listing of all your selling items (menu items) and custom options (Descriptives/Modifiers).

The PLU setup allows you the option of selling items either by quantity or by weight.

Should your business support a charity, and you would like to get your customers involved, you can even create the charity as a **donation PLU**.

You can even create **PLU vouchers** within the PLU setup.

Making sure the PLU items are created properly, set to correct sales departments and meal types, linked to the correct prep items and have accurate costings/recipes done is **crucial to your reporting**.

From Pilot Admin go to Files and select PLU Items.

Pilot Admin		- 0 X
Files Controls Purchases Stock Reports Costing Setup Help Plu Items Master Bulk Sheet Prep Sheet Category	Dely Orders Prop Sheet Touch Design I terre Log Incident One Web U	Tricident Hist Video Librery Book Treining
Mail Types Suppliers Staff/Waiters Deliviny Clients Campaign Manager Add/Remove Items Stock-Points Other > Mail Manager > User Access > Log Off Exit	pilot software	
	011 602 8300 • www.pilot.co.za	
User : SUPER		Registration expires on 20/11/2023 (7 days remaining) Connected: MATTHEW-LAPTOP [PilotDB] Version: 4.8.0.12 Trading date: 10/11/2023



This will take you into the PLU Setup window.

Dras						
- 5	ITEM	PLU 🗸	PRICE PNTS ~	GROUP	PRINTER V TAX	IC V DEPT V
•	Blondies/Brownies	1880	89.00	1	K1K4LS2	DESSER
	Brownies only	1881	75.00	1 DESSERTS	K1K4LS2S4	DESSER
•	Blondies only	18811	75.00	1 DESSERTS	K1K4LS2S4	DESSER
•	Single Brownie	18812	29.50	1	K1K4LS2	DESSER
•	Single Blondie	18813	29.50	1	K1K4LS2S4	DESSER
•	Pear Tart	1892	89.00	1	K1K4LS2S4	DESSER
*	Chocolate Tart	1893	99.00	1 SPDESSER	K1LS2S4	DESSER
•	Banana Split	1894	89.00	1	K1K4LS2S4	DESS
•	Chocolate Log	1895	89.00	1	K1K4LS2S4	DESS
•	Blueberry Cheesecake	1896	85.00	1	K1K4LS2S4	DESS
•		1901				MISC
•	**Sushi**	1902	0.01		D	MODIFY
	Spicy Salmon & Prawn F/S	1904	129.00	GSUSHI	K1K2K3LS1	SUSHI
•	Char Salmon Cali	1905	129.00	GSUSHI	K1K2K3LS1	SUSHI
	Three Way Nigiri	1906	75.00	NIGIRI	K1K2K3LS1	SUSHI
•	Malvinas Rolls	1908	87.00		K1K2K3LS1	SUSHI
•	Tuna Roses	1909	95.00	RSUSHI	K1K2K3LS1	SUSHI
•	Tempura Rolls	1910	139.00	GSUSHI	K1K2K3LS1	SUSHI
•	Tempura Tuna Temp	19101	89.00		K1K2K3LS1	SUSHI
•	Crispy Fashion Fusion	1912	109.00	GSUSHI	K1K2K3LS1	SUSHI
*	Tofu Pockets	1914	65.00		K1K2K3LS1	SUSHI
•	Seafood Salad	1915	169.00		K1K2K3LS1	SUSHI
	Strawberry Cheese Roll	1916	89.00	GSUSHI	K1K2K3LS1	SUSHI
•	Prawn Nigiri	1917	68.00	NIGIRI	K1K2K3LS1	SUSHI
×	Salmon Nigiri	1918	50.00	NIGIRI	K1K2K3LS1	SUSHI
	Crab Nigiri	1919	46.00	NIGIRI	K1K2K3LS1	SUSHI
•	Sashimi Salmon	1920	135.00	SASHIMI	K1K2K3LS1	SUSHI
•	Crab Maki	1921	65.00	MAKI	K1K2K3LS1	SUSHI

## Understanding the PLU Setup Grid

	ITEM	$\sim$	PLU	$\sim$	PRICE	PNTS ~	GROUP	~	PRINTER	~	TAX/C	$\sim$	DEPT	~
*	**Sushi**		1902		0.01				D				MODIFY	
*	Spicy Salmon & Prawn F/S		1904		129.00		GSUSHI		K1K2K3LS	1			SUSHI	
*	Char Salmon Cali		1905		129.00		GSUSHI		K1K2K3LS	1			SUSHI	
*	Three Way Nigiri		1906		75.00		NIGIRI		K1K2K3LS	1			SUSHI	
	Maria Dalla		4000		07.00				1/41/01/01 0		1		011011	

Above the grid you will see a grey section. You can grab any column heading and drag it into this grey section to group by that column.

	V ITEM	~	PLU	$\sim$	PRICE	PNTS ~	GROUP	~	PRINTER	~	TAX/C	~
DEPT	: BURGER											
*	Cheese Sauce Burger		1521		150.00	1	BURGER		K1S1			
*	Cheese Sauce Burger		1522		125.00		BURGER		K1			
*	Train - Beef Burger		1604		100.00		BURGER		K3			
*	Chic Chs Sauce Burger		1782		140.00		BURGER		K1			
DEPT	: CBEV											
DEPT	: CHICK											
DEDT	: COLD D											



- ~
*
*
*
*
*
*
*

In the first column you will notice some fields are **blank and some have a star** in them.

For franchise and independent stores whose data is locked and managed by HQ or Pilot, the items with a star represent items that can be hidden in the PLU File.

Items that **do not have a star** next to them **cannot be hidden** as these are usually standard/compulsory menu items.

For independent stores whose data is not locked, you may find all **new items** you have created since your upgrade to PilotSQL 4.7 or higher **have a star**, whereas all older items pre your upgrade do not have a star. You will be able to hide the new items but not the old items. If you wish to have the ability to hide the old items, you can contact the Pilot Support desk who will enable this feature for you.

ITEM
L/Rump 200g
Rump 250g
L/Rump Special 200g
Rump Special 250g
Rump Mushroom Truffle
Rump Pepper Parmesan
L/Sirloin 200g

**ITEM**: This is the name of the PLU (selling item) item. How it is named here is how it will print on your order slips and the customer's invoice. If you sell similar items, **with size/portion variations**, be sure to include that in the name so that your kitchen knows which meal to make.

PLU	~
1524	
1526	
1528	
1530	
1533	

**PLU**: This is a code assigned to the PLU item. This code must be **unique**. The system **links** this PLU item via its <u>code to the</u> <u>prep item's DPT code</u>. Once the PLU item has been linked to the prep item, the code **should not be changed** as you will lose the link and stock will not deduct on the prep sheet. You would have to relink the PLU item to the prep item.

Items created in the same department should be given the same range of PLU codes. Be sure to leave adequate gaps between PLU codes for future items in each department.



PRICE
125.00
139.00
145.00
219.00
229.00
229.00
125.00

**PRICE**: This is your selling price. If you are VAT registered your selling price should be VAT inclusive. If you are not VAT registered, you should set you default VAT % to 0%. If you are VAT registered but sell items you cannot charge VAT on, this price entered here should be the ex-VAT selling price and set to be a non-vatable item.

TIME : 14/11/2023 : WAITER: Matthew (50)		TAE	
ITEM	QTY	PRICE	VALUE
MAIN 			
Cheese Sauce Burger Chicken Burger		150.00 149.00	
FRUIT & VE			
Oranges KG	1	35.00	35.00 *
<exp>Bill Total</exp>	334.0	0 <expoff></expoff>	>
VAT 15% (already ind Non Taxable (*)	clude	d)	39.00 35.00

To view your current tax setup, navigate to Pilot Admin, Setup and Settings. Select the Admin Setup and Tax Values tab.

SYSTEM	SETUP						ок	X Cancel
Admin Setup	Company	Day End	E-Mail	Options	Purchases	Security	Tax Valu	es
POS Setup	· · · · · ·							
Print Setup	Tax Description/	Values						
Pilot Loyalty	DESCRIPTION	Tax Ra	te (%)					
Vendor Setup	VAT 15%	15.00						
Stockmate	Non VATABLE	0.00						

PNTS
1
2
1

**PNTS**: The PNTS or POINTS column show how many points a certain PLU is worth. If you **incentivize** your wait staff, you can **allocate points to certain PLUs**. This will allow you to pull **waiter incentive reports** to see total points earned, points per R1000 sales and points per customer served.



GROUP	~
BURGER	
SLIDERS	
SLIDERS	
SLIDERS	
SLIDERS	

**GROUP**: The GROUP, also known as TOUCH GROUP, shows you which PLUs are linked to a certain Touch Group. Touch Groups are a great way to **save button space in your Touch Design**. You can have one button linked to a Touch Group and when the waiter clicks that button all PLUs linked to that Touch Group will appear.

Touch Groups are also great to eliminate unnecessary Modifiers/Customer options being created in the PLU file.

As an example, instead of creating one milkshake PLU with a price and then multiple modifiers for the different flavors, you can create each milkshake as its own PLU, and link them all to a Touch Group called MILKSHAKE.

PRINTER
K2K3S2
L
S1
К2
K1
D
B1
B1

**PRINTER**: The PRINTER column shows which section printer the PLU order slip will print.

K printers represent your different kitchen section printers.

B printers represent your different **bar section** printers.

S printers represent the different kitchen display screens.

An L printer represent **a local printer**. This will be the local bill printer that is connected to that station.

A D represents a descriptive item and will follow the previous PLU ordered to its section printer.

TAX/C	~
0	

**TAX/C**: TAX/C is your tax code.

Blank fields are items set to your default tax code.

Fields with a 0 show items marked as **non-vatable**.

Some countries might have multiple vat charges. Tax codes 1 onwards will display according to your vat setup.



DEPT	$\sim$
MODIFY	
EXTRAS	
EXTRAS	
STARTE	
DESSER	
EXTRAS	

**DEPT:** The DEPT or Department column shows the Sales Department the PLU is allocated to. Sales Departments need to be created before creating your PLUs.

A **MODIFY** department is used for your custom options (Modifiers/Descriptives).

**Blue Rows**: Only franchise stores and independent stores whose data is locked and managed by HQ or Pilot will see blue rows. Blue rows indicate items that can be edited at store level.

**Yellow Rows**: Yellow rows indicate items that have been hidden from the PLU File.

	ITEM	V PLU V	PRICE	PNTS ~	GROUP	PRINTER	TAX/C 🗸	DEPT
*	DEL 2 x C/melt Sirloin 200	6899991	0.01		DELDN2	K1		MEAT
*	DEL 2 x 1/2 Choc Brownie	6899992	0.01		DELDN2	К3		DSRT
*	Local Item Starter 1	6900	0.01			К1		SIDE
*	Local B/fast 2	6901	0.01		LIBFAST	K1		B/FAST
*	Local B/fast 3	6902	0.01		LIBFAST	K1		B/FAST
•	XLG Cappucino	6903	30.90		LIBEV	B1B2		BEV
	White chocolate	6904	30.90		LIBEV	B1B2		BEV

Only franchise stores and independent stores whose data is locked and managed by HQ or Pilot will see **item names appear in red**. These items have limited edit access. You will be able to change the selling price of this item. You will need to double click in the printer field in order to open the edit window.

-	✓ ITEM	V PLU	~	PRICE	PNTS ~	GROUP	~	PRINTER	~	TAX/C	~	DEPT	~
*	200ml Coke Zero	2053		14.90		200CANS		B1				BEV	



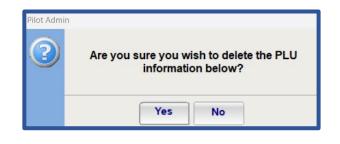
At the bottom of the grid, you will find information that has been added to a certain PLU. Wait staff and barmen can view this information by clicking on the INFO button in Pilot POS and then selecting the PLU. A health-conscious restaurant may want to **include any allergens and protein/carb content.** 

Bars may use it so that all barmen follow the same recipe with cocktails.

Edit C	Stear Clear
Line	Description
	Contains nuts
2	20gr Protein

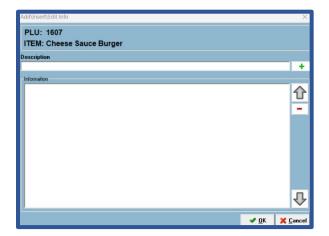


Clicking the Clear Button will allow you to delete all information loaded on a PLU.





Click the Edit button to edit existing information and input new information to the PLU.





## Hiding and Showing Items

Hiding items in the PLU File will hide the item from Pilot POS as well. It will not be visible for your wait staff to order. The item will still be visible within Touch design.

The item will also be hidden in your PLU Costings.

From the Prep Sheet setup, you will not be able to link a prep item to a hidden PLU, you will first have to make the PLU visible. However, from the PLU Setup, you will be able to link a hidden PLU to its prep items.

Right Click on any item you wish to hide and select Hide Item. You can only do this on items that have a star next to them.

To view hidden items, select Show All Items.

PLU SETUP				New Edit		Print Dept Link Plu Limit Exit
	Drag a column header here to group by that c					
	- VITEM * Special Soup		PRICE PNTS GROUP	PRINTER TAXIC	STARTE	
	Hide Item		89.00 89.00	K1K2K3LS1 K1K2L	STARTE I MAIN	
	Show All Items     Dynamite Tofu	1124	249.00 99.00 DYNAMITE	K1K2K3LS1 K1K2K3LS1	STARTE STARTE	
	* Mushroom Tart	1125	99.00	K1K2K3LS1	STARTE	

To unhide an item, after showing all items, find the hidden item you to wish to make visible. Right click and **select Show Item**.

PLU SETUP					New Edit	Image: Weight of the second se	Print Cept State Plu Limit Exi
	Drag a column header here to group by that						
	- 🗸 ITEM	V PLU V	PRICE PNTS V	GROUP	PRINTER V TAX/C	V DEPT V	
	* Lamb Special	15651	230.00	SPECIAL MA	K1K2L	MAIN	
	<ul> <li>Tomahawk 850g Classic</li> </ul>	1568	389.00	1	K1K2L	MAIN	
	<ul> <li>Tomahawk 850g Rosemary</li> </ul>	15681	489.00	1	K1K2L	MAIN	1
	1 0 1/0	1569	35.00		0	FVEG	·
	* Show Item	1570	269.00	1	K1K2L	MAIN	
	<ul> <li>Show Active Only</li> </ul>	1575	299.00	1	K1K2L	MAIN	
	* Sirloing Biltong Blue	1577	229.00		K1K2L	MAIN	