

## 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**.

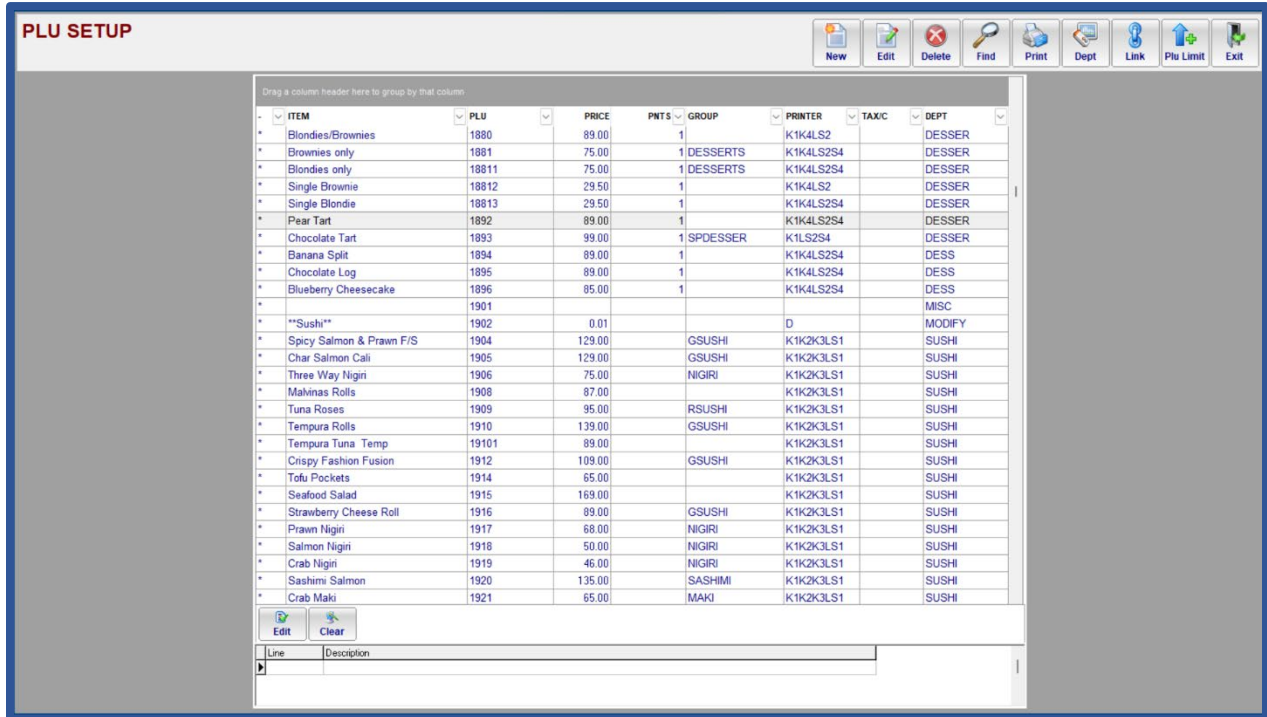
You can even create **PLU vouchers** within the PLU setup.

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.



This will take you into the PLU Setup window.

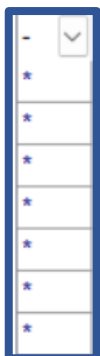


## Understanding the PLU Setup Grid



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.





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 code to the prep item's DPT code. 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 your 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 14:46 TO 07:34
WAITER: Matthew (502)          TABLE: 002
                                COVERS: 1

ITEM          QTY  PRICE  VALUE
-----
MAIN
-----
Cheese Sauce Burger  1  150.00  150.00
Chicken Burger      1  149.00  149.00

FRUIT & VE
-----
Oranges KG          1   35.00   35.00 *

<EXP>Bill Total    334.00<EXPOFF>
-----
VAT 15% (already included)      39.00
Non Taxable (*)                 35.00
  
```

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

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
K2
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	▼
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	PLU	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	K3		DSRT
* Local Item Starter 1	6900	0.01			K1		SIDE
* Local B/fast 2	6901	0.01		LIBFAST	K1		B/FAST
* Local B/fast 3	6902	0.01		LIBFAST	K1		B/FAST
* XLG Cappuccino	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	PLU	PRICE	PNTS	GROUP	PRINTER	TAX/C	DEPT
* 200ml Coke Zero	2053	14.90		200CANS	B1		BEV

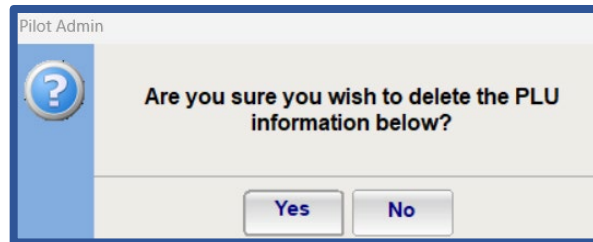
At the bottom of the grid, you will find information that has been added to a certain PLU. Wait staff and barmen can view this information by clicking on the INFO button in Pilot POS and then selecting the PLU. A health-conscious restaurant may want to **include any allergens and protein/carb content**.

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

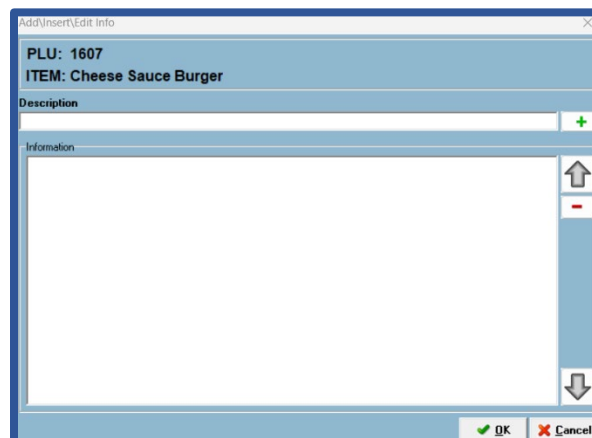
Line	Description
1	Contains nuts
2	20gr Protein



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**

ITEM	PLU	PRICE	PNTS	GROUP	PRINTER	TAX/C	DEPT
* Special Soup	11151	89.00		SCALLOP	K1K2K3LS1		STARTE
* <b>Hide Item</b>	1120	189.00			K1K2L		MAIN
* <b>Show All Items</b>	1123	249.00			K1K2K3LS1		STARTE
* Dynamite Tofu	1124	99.00		DYNAMITE	K1K2K3LS1		STARTE
* Mushroom Tart	1125	99.00			K1K2K3LS1		STARTE

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

**PLU SETUP**

ITEM	PLU	PRICE	PNTS	GROUP	PRINTER	TAX/C	DEPT
* Lamb Special	15651	230.00		SPECIAL MA	K1K2L		MAIN
* Tomahawk 850g Classic	1568	389.00			K1K2L		MAIN
* Tomahawk 850g Rosemary	15681	489.00			K1K2L		MAIN
* <b>Show Item</b>	1570	269.00			K1K2L	0	FVEG
* <b>Show Active Only</b>	1575	299.00			K1K2L		MAIN
* Sirifong Biltong Blue	1577	229.00			K1K2L		MAIN