

[Click to begin](#)



**Maitre'D®**  
2005 Setup Guidelines

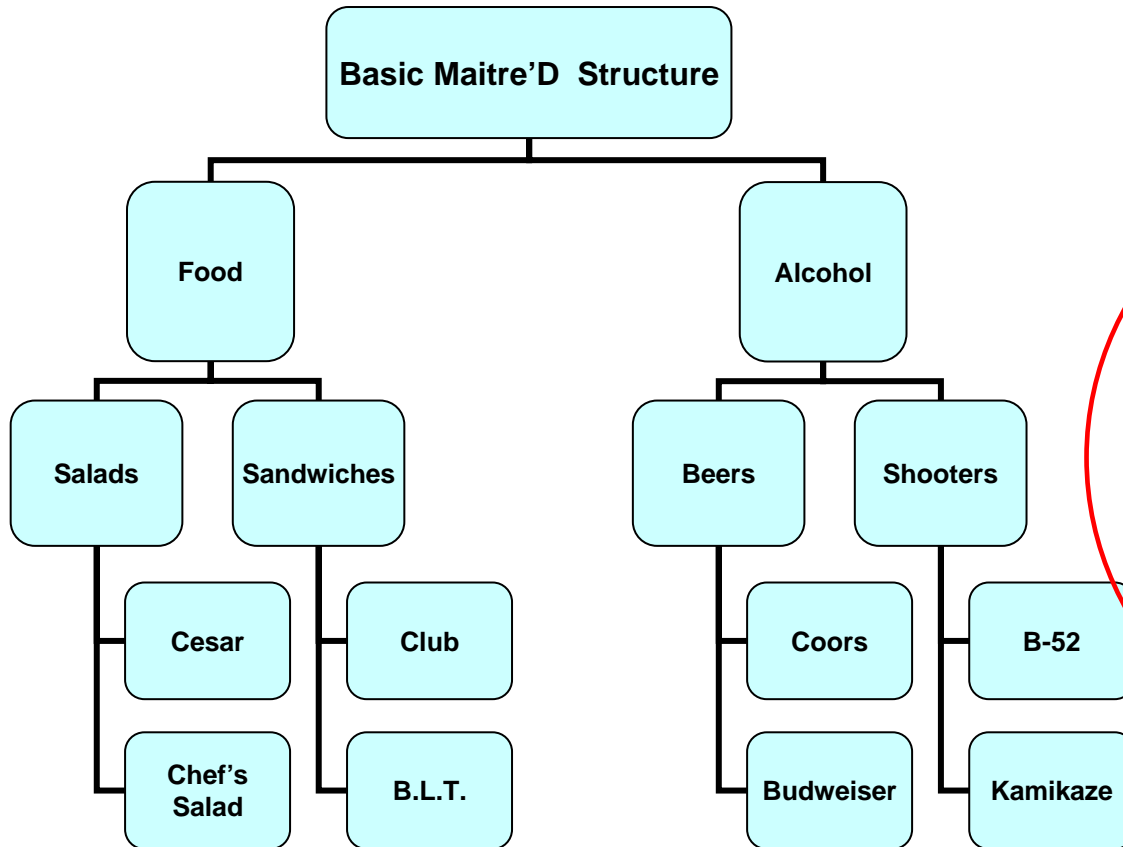
Divisions



## Divisions

Click to continue

There are 3 levels to the basic Division structure.



Division Categories

Divisions

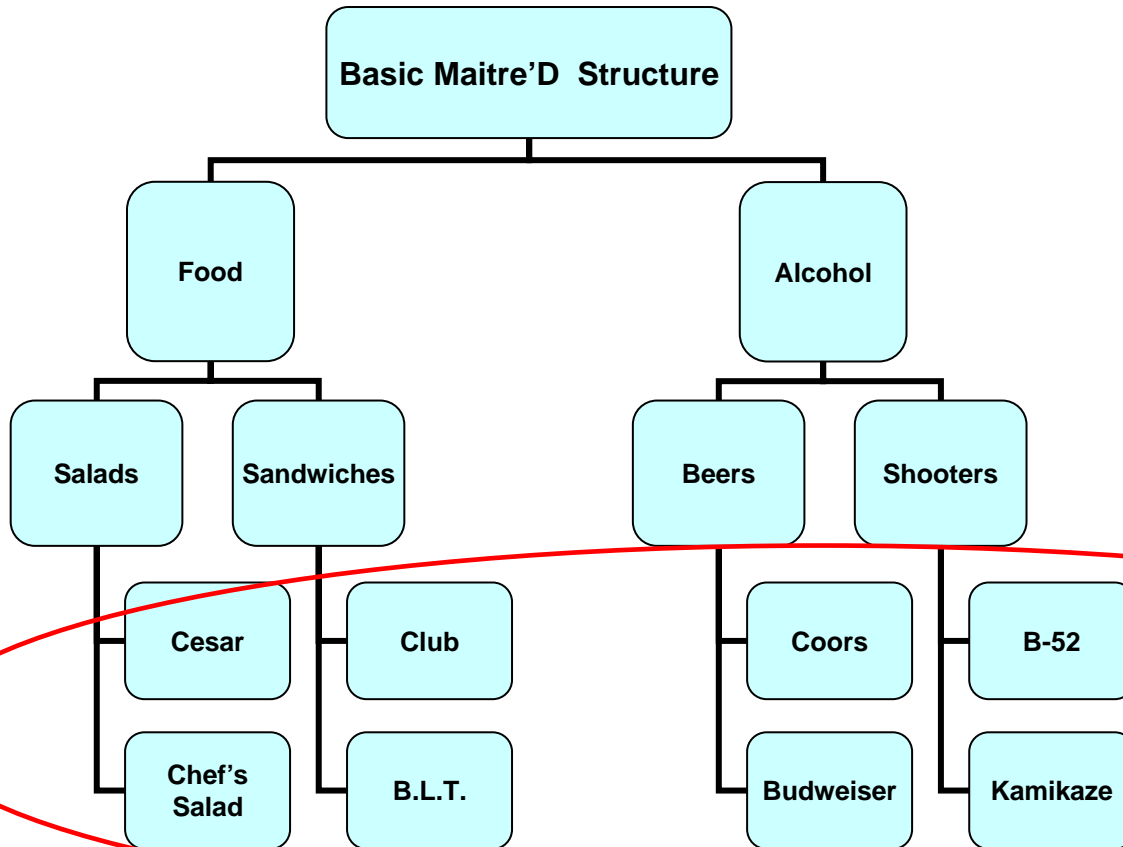
Sales Items



## Divisions

Click to continue

The 1st level consists of the Sales Items.



Division Categories

Divisions

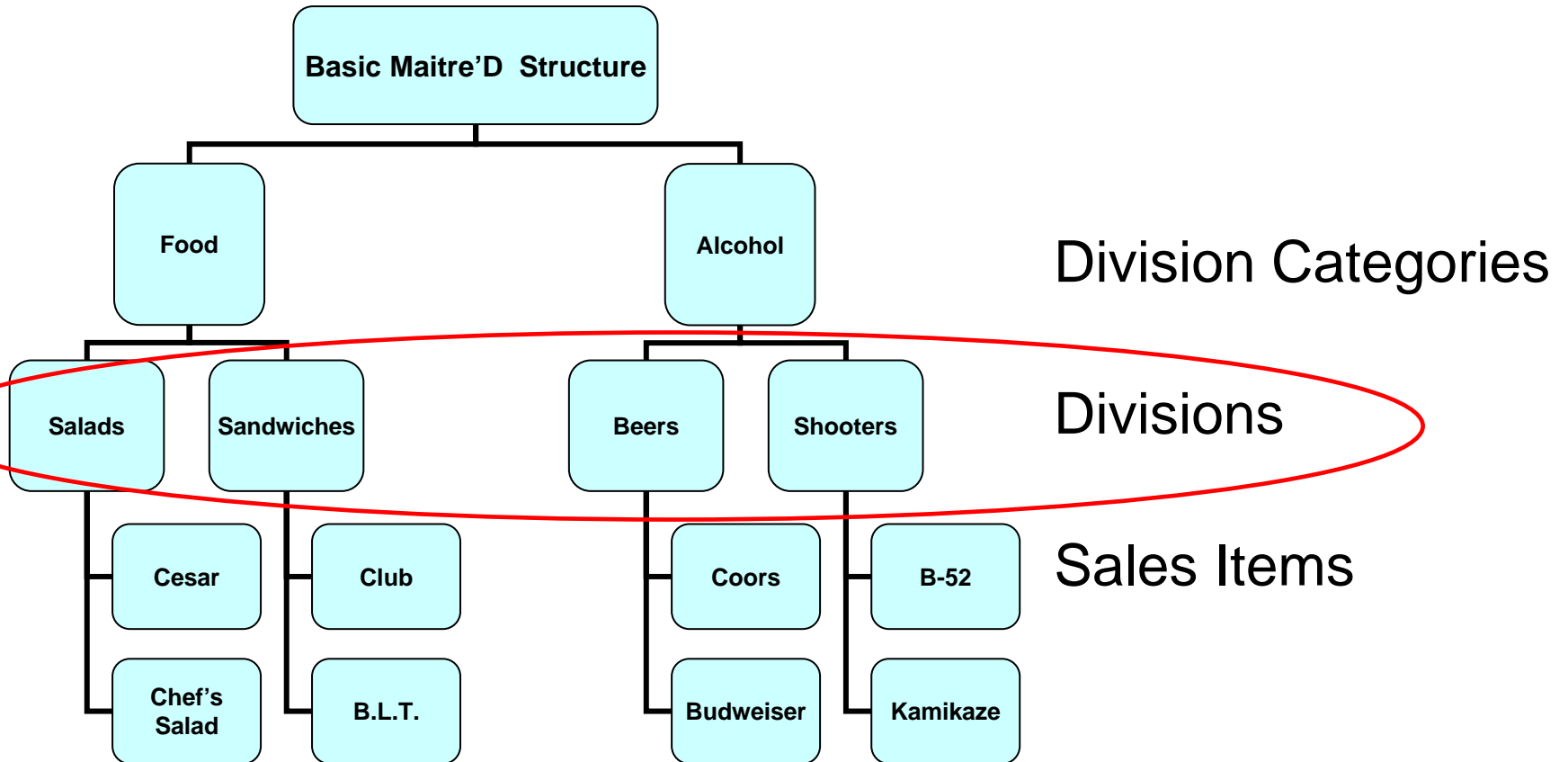
Sales Items



## Divisions

Click to continue

The 2nd level consists of the Divisions.

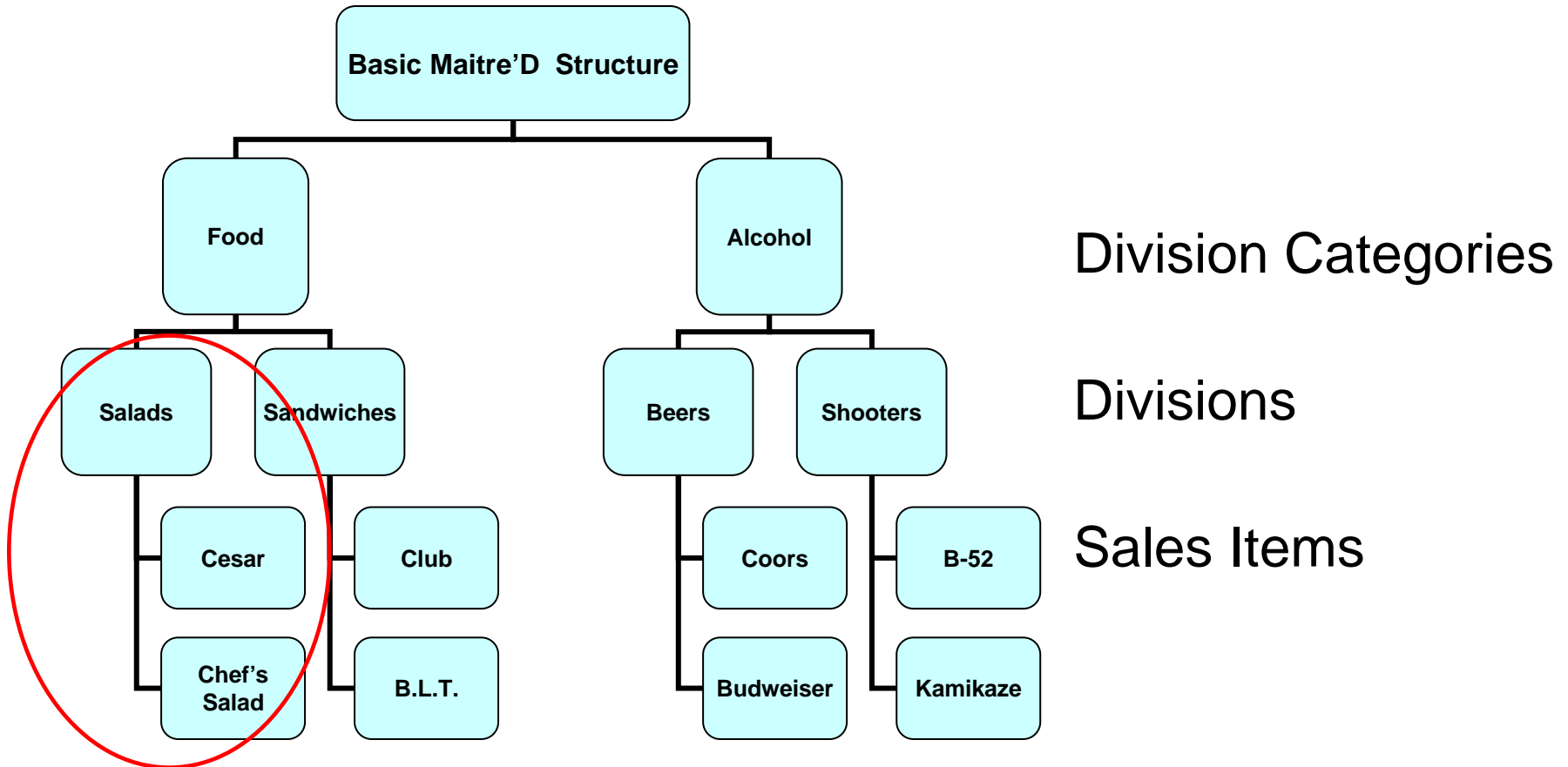




## Divisions

Click to continue

Divisions control the grouping of sales items on reports.



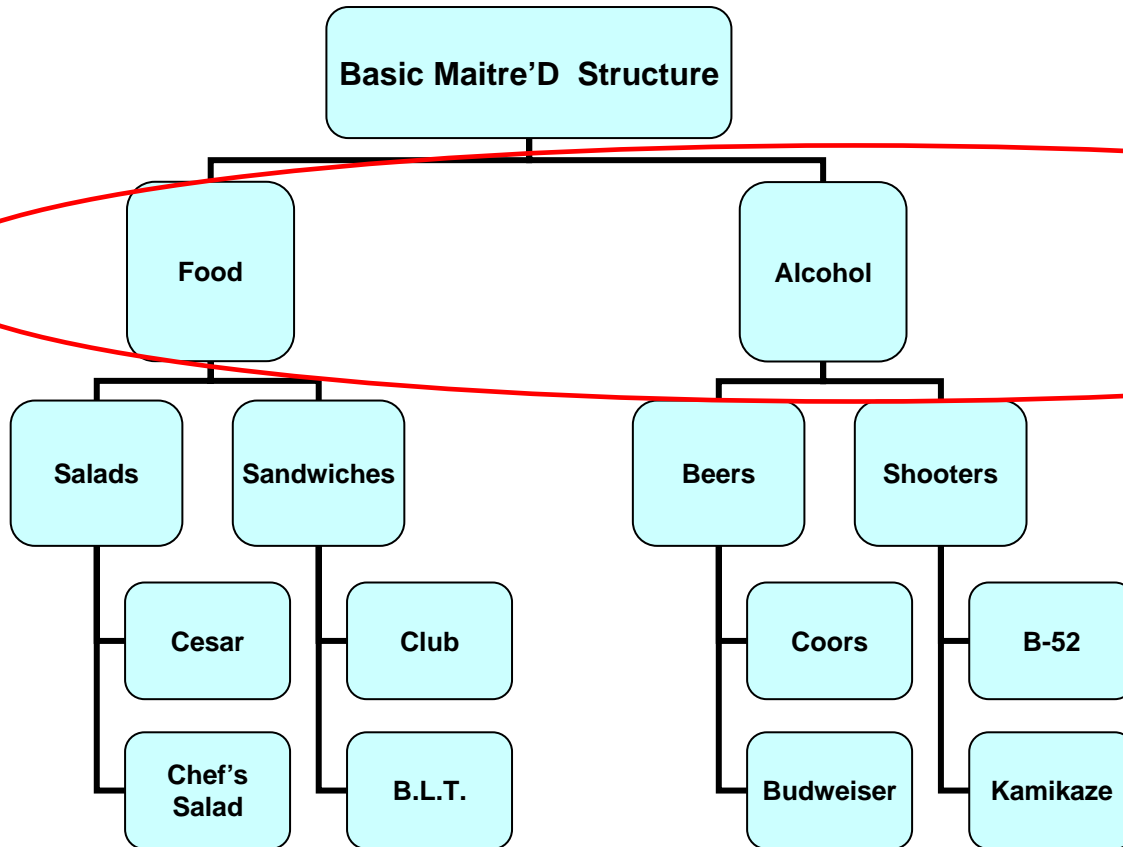
Divisions also determine if taxes, service charges and certain discounts are calculated on these sales items



## Divisions

Click to continue

The 3rd level consists of the Division Categories.



Division Categories

Divisions

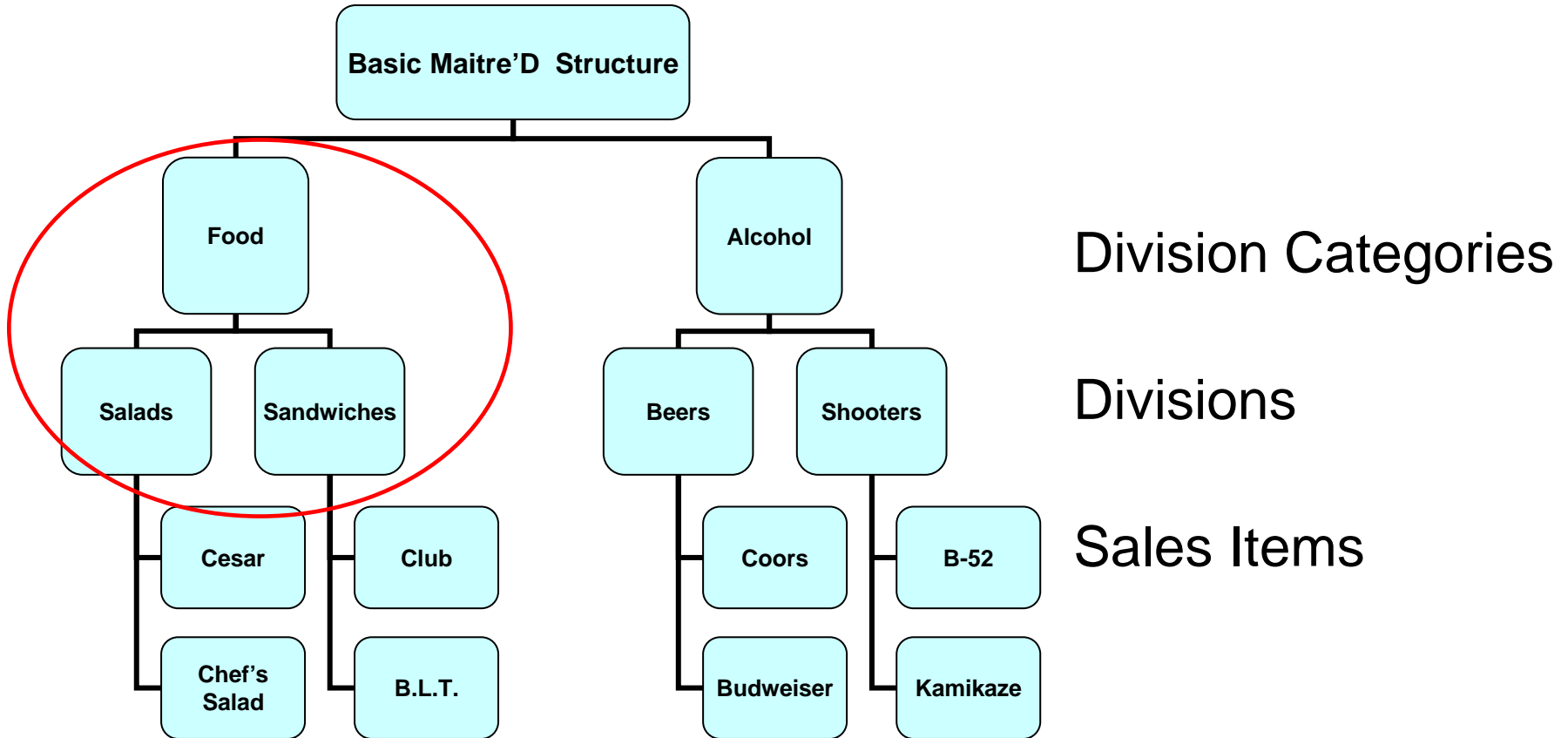
Sales Items



## Divisions

[Click to continue](#)

Division Categories control the grouping of divisions on reports.



Before you can setup Sales Items, you must set up Divisions and Categories. This document will guide you through these setups in Maitre'D.



## Divisions

[Click to continue](#)

Setup Divisions:

- 1) Division Category
- 2) Division

This document will walk you through these setups step by step.



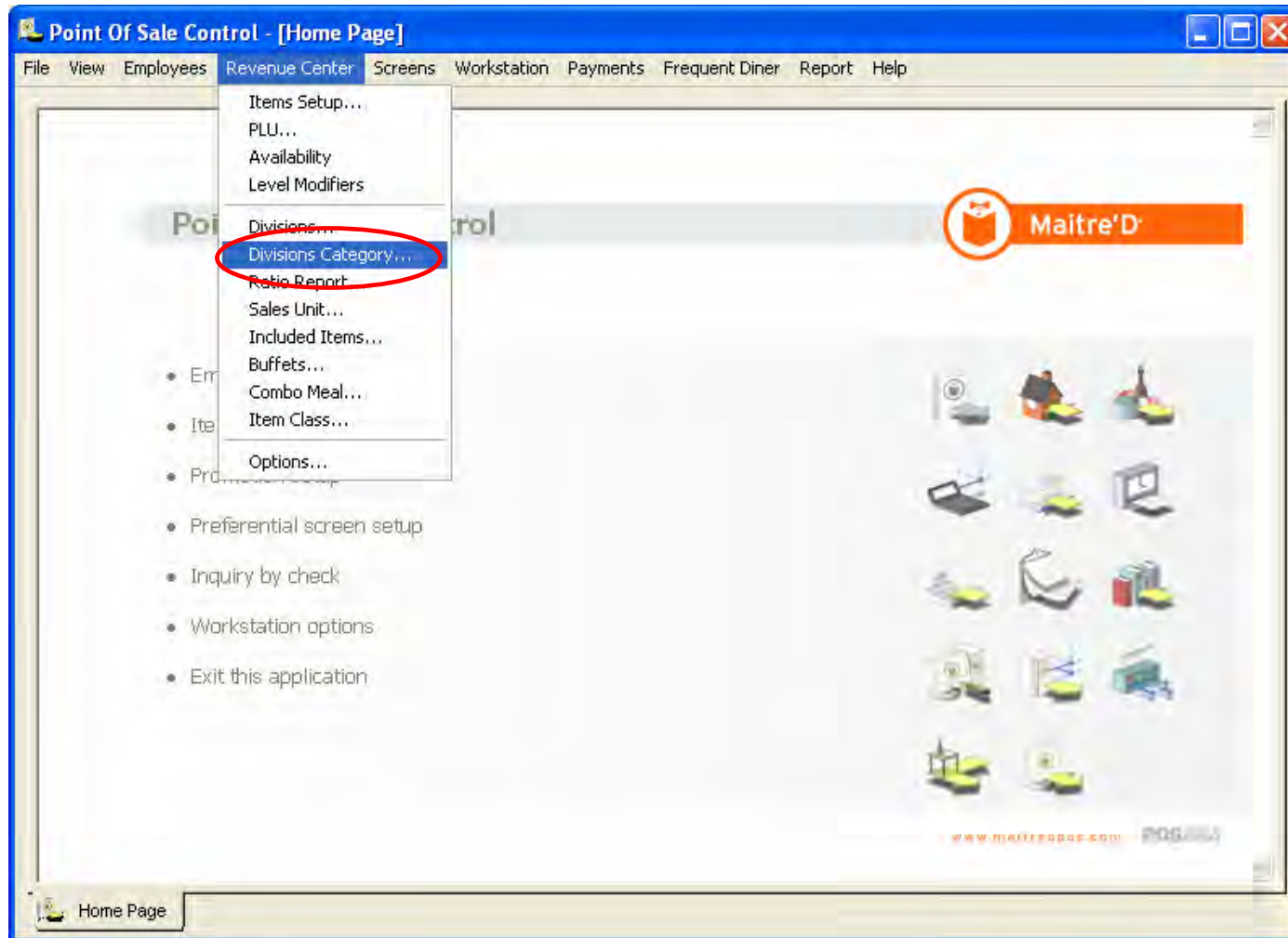
# Step 1: Division Category



## Step 1: Division Category

Click to continue

In the P.O.S. Control module, click on Revenue Center, then click on Divisions Category.

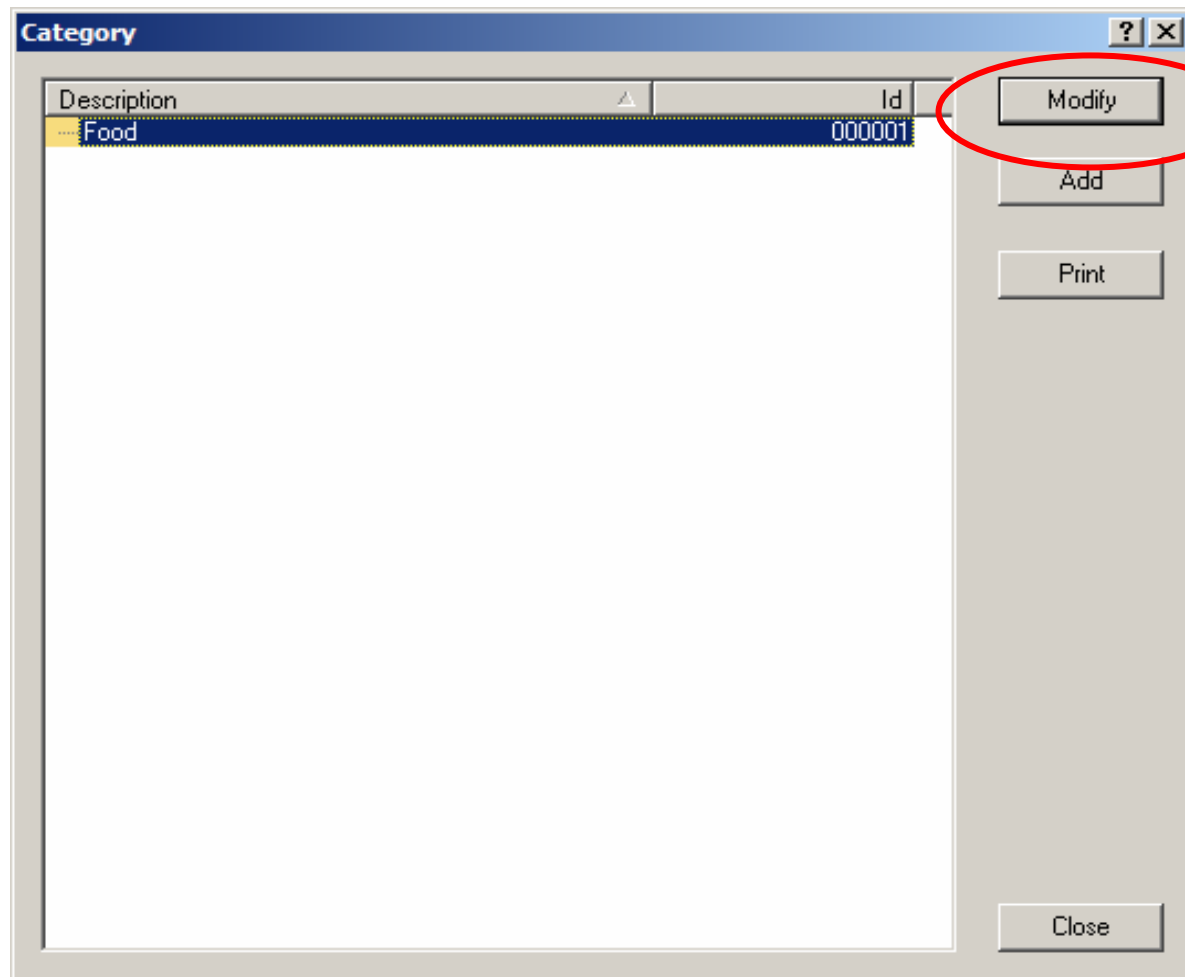




## Step 1: Division Category

Click to continue

Division Categories are used by the Report Center to group different Divisions together. Click on MODIFY.





## Step 1: Division Category

[Click to continue](#)

Enter a **Description** that will appear on the reports from the Report Center and the Point-Of-Sales. Enter a **Percent** if the server gives a portion of his sales as tips to another employee, such as the barman. This information will print on the server's reading only.

The screenshot shows a dialog box titled "Category - Record #1". It contains the following fields and options:

- Description: FOOD
- Percent: 3.00
- Printed on the check
- Pop and Snack category
- Buttons: OK, Delete, Cancel

Enable the **Printed on the Check** option to print a summary by division categories on guests checks. Note: The Division Category On Check option must also be enabled in the employee's configuration.

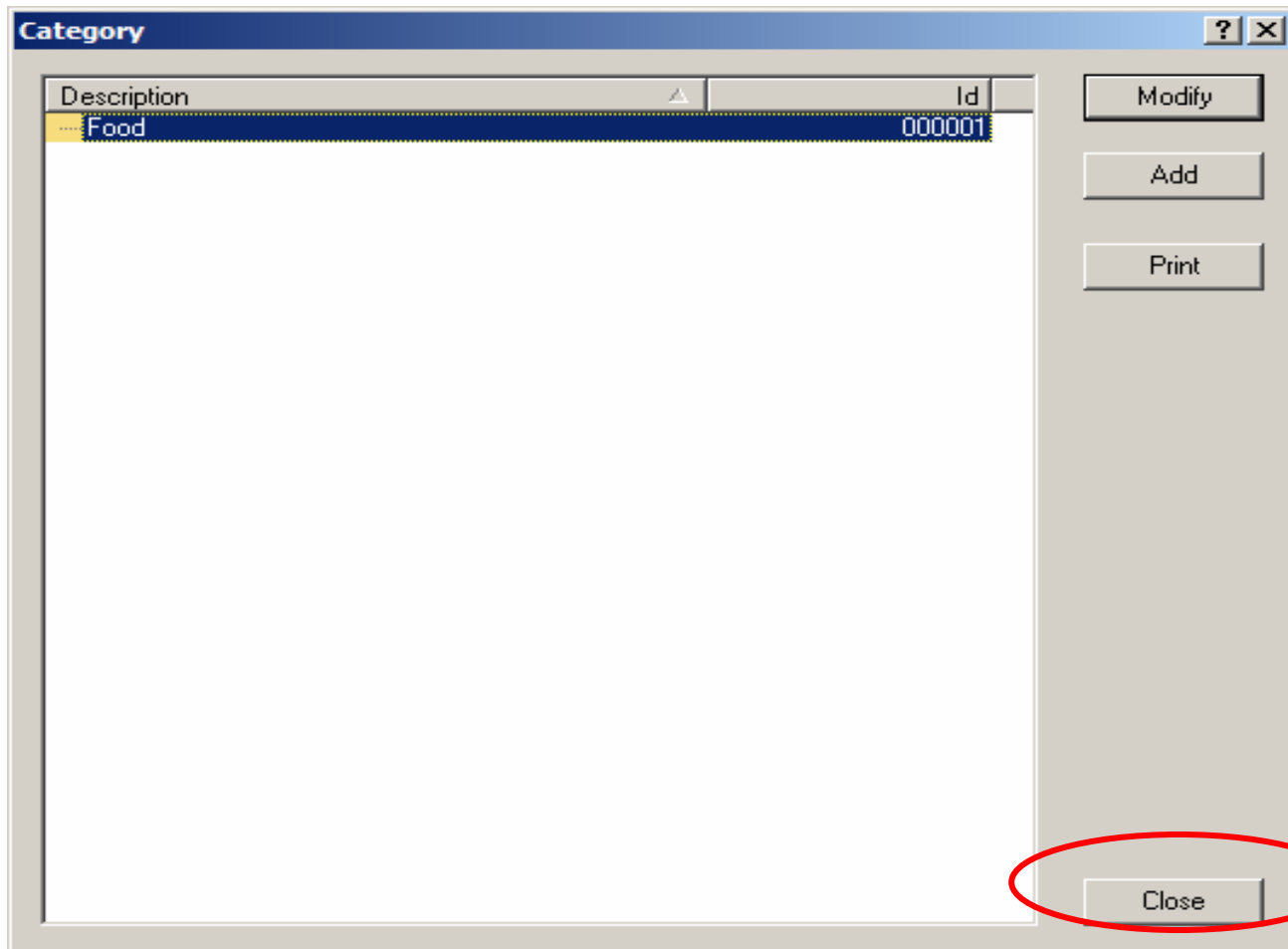
Click on OK.



## Step 1: Division Category

Click to continue

Click on CLOSE.





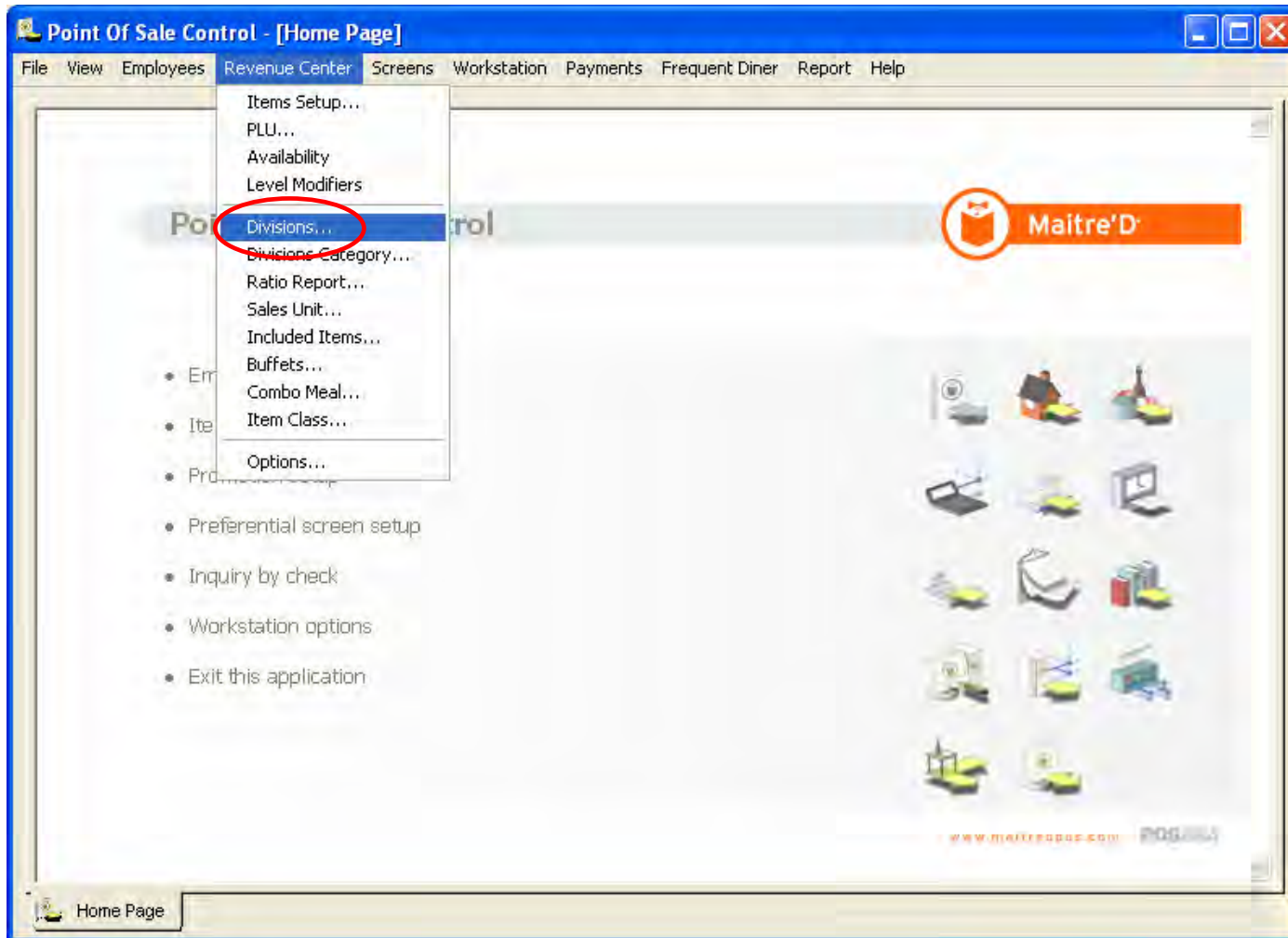
## Step 2: Division



## Step 2: Division

Click to continue

Click on Revenue Center, then click on Divisions.

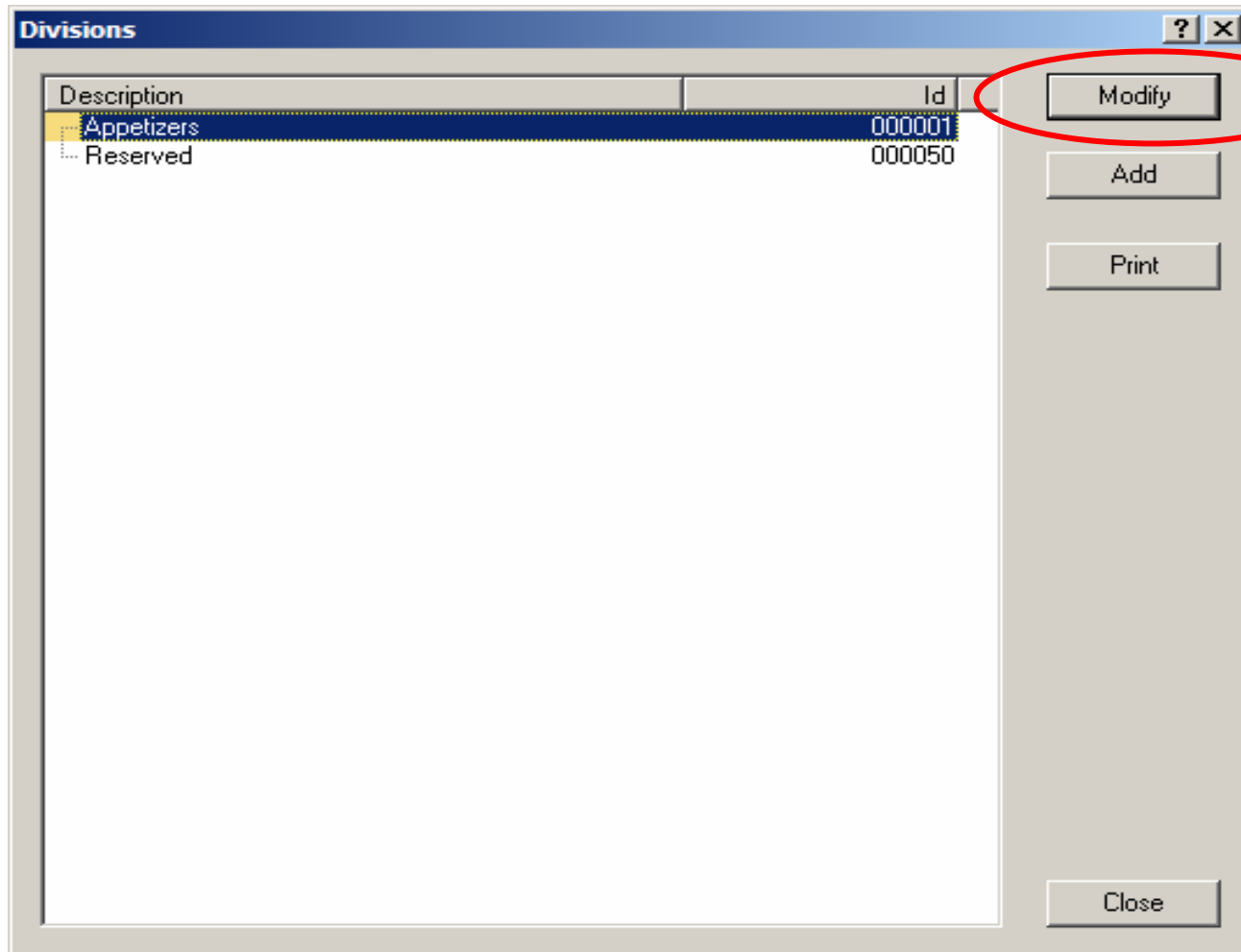




## Step 2: Division

Click to continue

Click on MODIFY





## Step 2: Division

[Click to continue](#)

Enter a **Description** that will appear on the reports from the Report Center and the Point-Of-Sales. Select the **Type**, or course, used to group sales items together on the Evaluation Sheet and in the Floor Management module.

Select the **Category** this Division belongs to.

-Note: The price change function can be used to change prices for all items in that division by either \$ or %.

The screenshot shows the 'Division #1' dialog box in the Maitre'D 2005 Setup application. The dialog has a tree view on the left with 'Division' selected. The main area contains the following fields:

- Description: APPETIZERS
- Type: Undefined
- Category: Food (highlighted with a red circle)
- Frequent Diner: Undefined

At the bottom of the main area is a 'Price change' button. At the bottom of the dialog are 'Delete', 'OK', 'Cancel', and 'Apply' buttons.



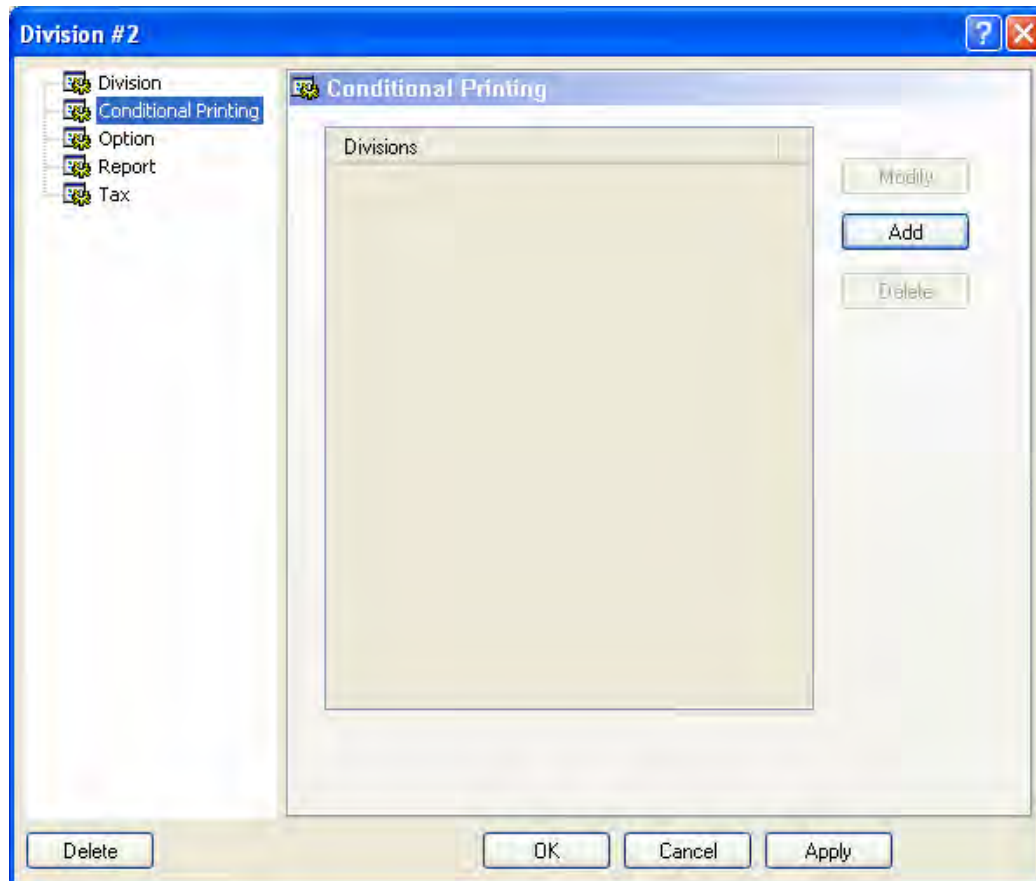
## Step 2: Division

[Click to continue](#)

**Conditional Printing** links the printout of items of different divisions that go to separate printers. Requested items will print followed by a note to synchronize with other items on the order.

Note: Also enable the Use Conditional Printing option in P.O.S. Control / Employees / Configuration / Order

Click on Option.





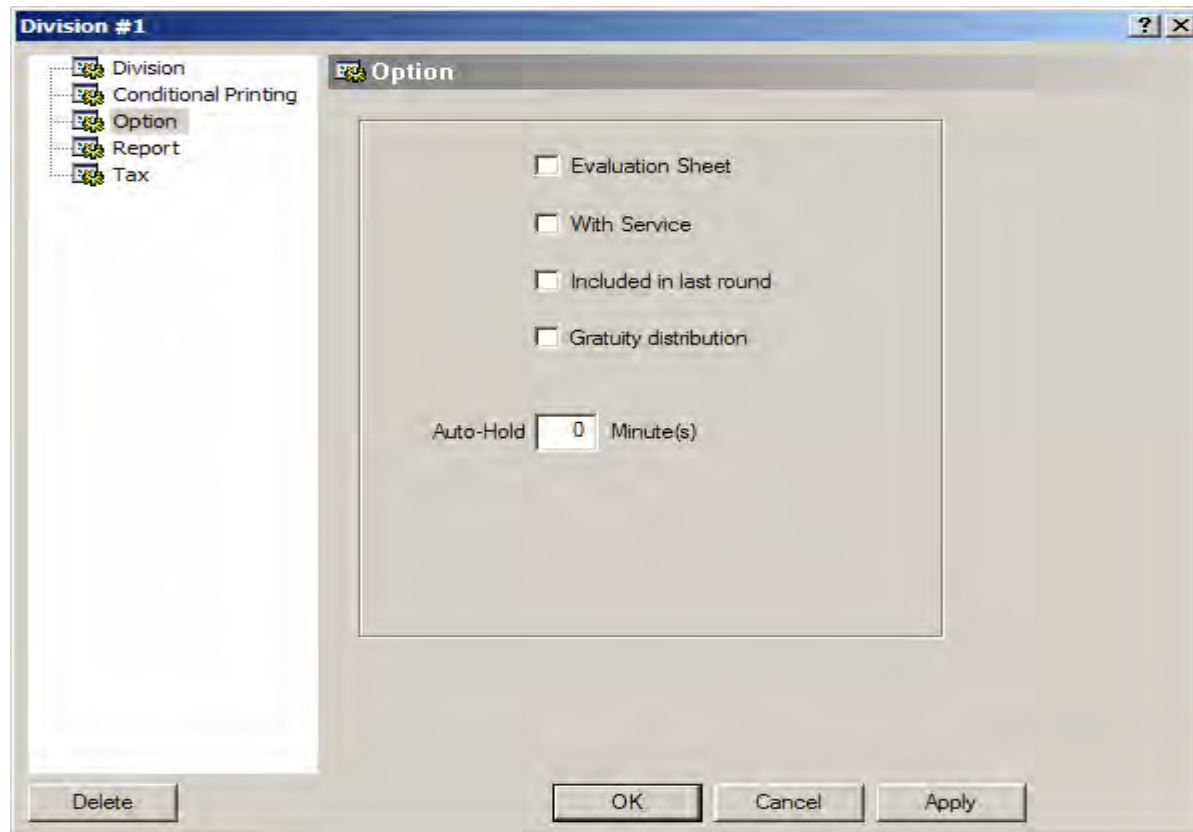
## Step 2: Division

[Click to continue](#)

Enable the **Evaluation** option for the sales items in this division to print on it.

Enable the **With Service** option if a service charge is to be added to the check for items belonging to this division.

Enable the **Included in Last Round** option for all items belonging to this division to be available to the Last Round function of the Point-Of-Sales.



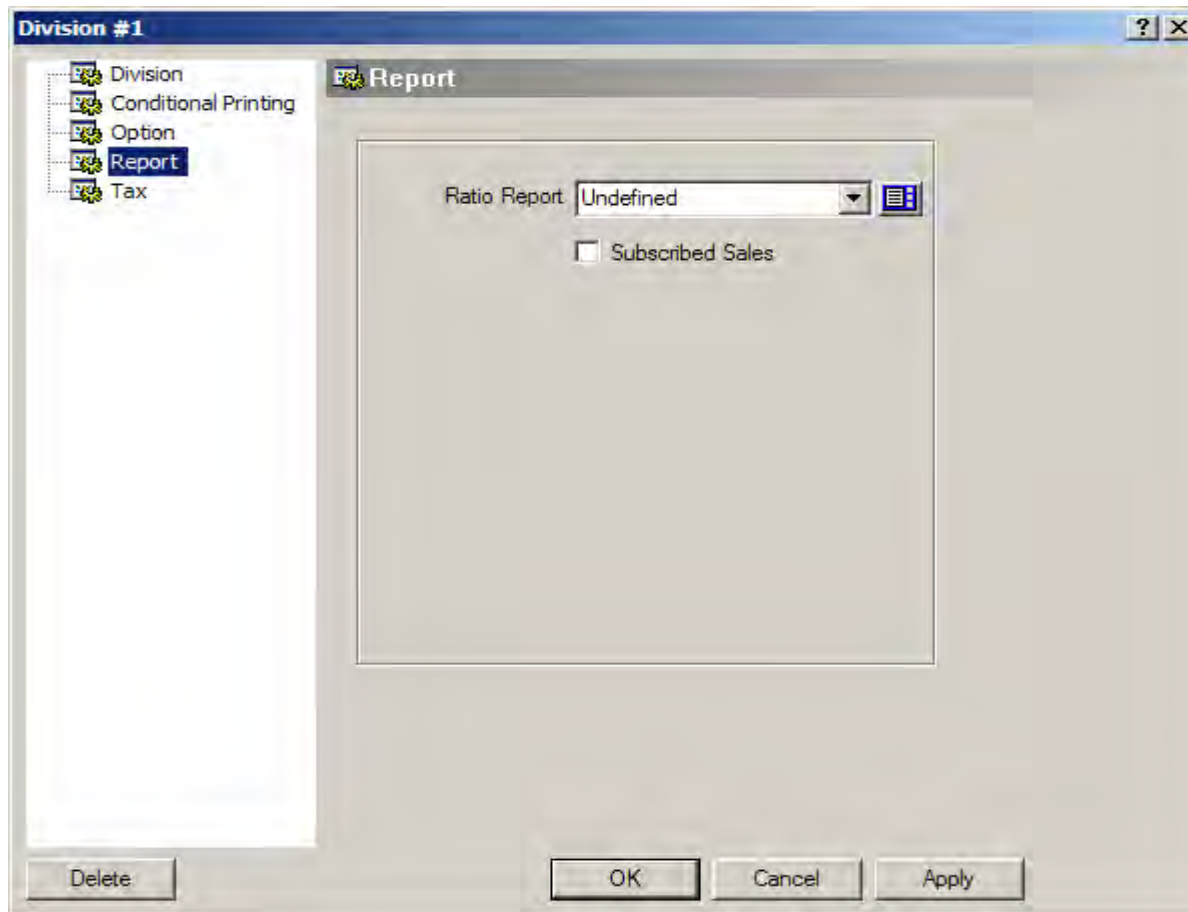


## Step 2: Division

[Click to continue](#)

Select a **Ratio Report** from the list if the Inventory Management module is present on your license.  
Enable the **Subscribed Sales** option if the restaurant has to pay a royalty on this division's sales.

Click on Tax.





## Step 2: Division

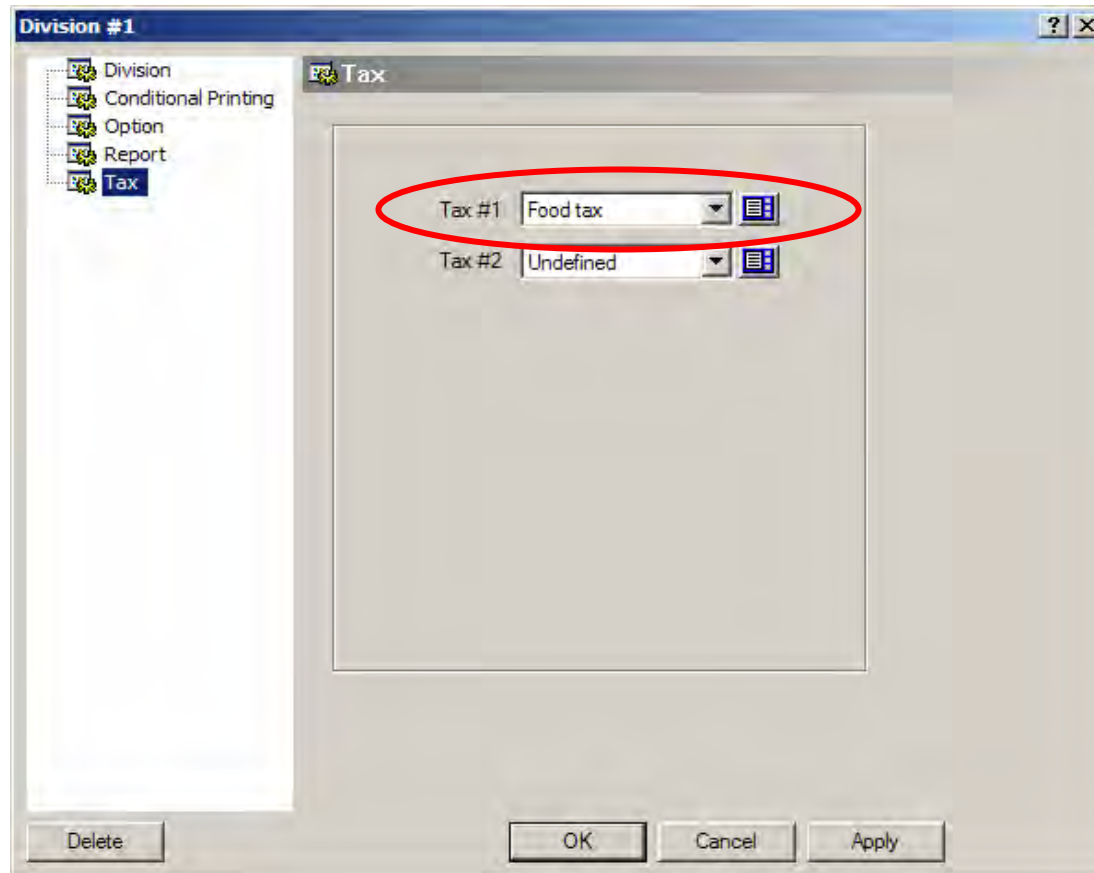
[Click to continue](#)

Select the **First Tax** applied on these sales items.

Select a **Second Tax** to be applied on this division if needed, or select Undefined if only 1 applies.

NB : Tax 1 and Tax 2 must **NEVER** be the same and Tax 1 and Tax 2 should never be left blank.

Click on OK.

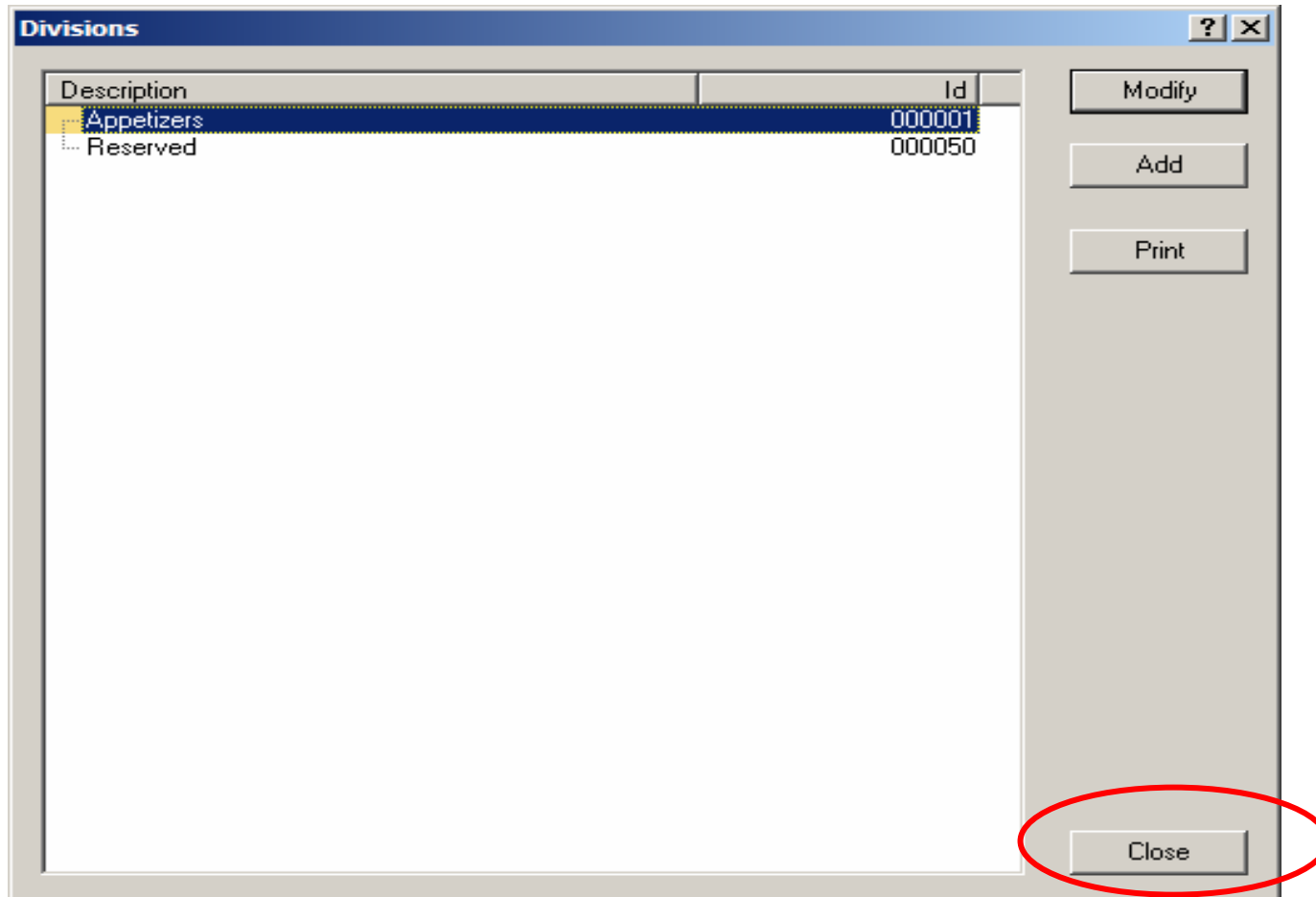




## Step 2: Division

Click to continue

Click on CLOSE.





This concludes the “Divisions” presentation.

We hope that this document helped you to understand the steps needed to setup Divisions in Maitre'D.

Refer to the “Items Setup” presentation for explanation on associating sales items with Divisions.