



Menu Development Guide

Congratulations! You are almost ready to use your new system. This checklist will help ensure your installation and go-live goes as smoothly as possible. A current list of all menu items, both food and beverage must be provided. This list should include special and promotional items (items appearing on table tents and flyers) that are not on the menus. If you have multiple kitchen printers, please list where specific items or sections of your menu need to print; (i.e. hot, cold, salad, sushi, bar, expo).

Alcoholic Items

Taxes and alcohol settings

Please check your local state tax laws to ensure accuracy.

1. Do alcoholic items need to include tax in the price of the item (tax inclusive)?

Example of a tax inclusive item: A customer is charged a flat \$3.00 for a Budweiser. With a tax rate of 7%, the \$3 Budweiser was actually sold at \$2.80 and collected \$.20 in tax.

- Yes, include the tax in the price of the menu item
- No, have the tax charge in addition to the price of the menu item

2. Does the sales tax of alcoholic items need to be reported separately from food sales?

- Yes, separate out the food tax from alcohol tax
- No, all sales tax can be reported together

3. Does your state charge taxes based on type of alcohol? Such as Beer Tax, Liquor Tax?

- Yes
- No

Printing & preparing alcoholic items

1. Does your staff prepare their own drinks or do the drinks need to be printed and prepared at the bar?

- Yes, a bartender prepares the drinks
- No, staff will prepare their own drinks

2. Do you need modifier groups to prompt after the liquor is entered? (Mixers, preps?)

- Yes
- No

Mixers and prep may include Coke, Diet, Splash, Water, Tonic, Red Bull \$, Short, Tall, Rocks \$, Double \$, Neat, Dirty. Please list all mixers/preps needed along with upcharges. Please make note if rocks/doubles are based on a percentage of the drink price.

Please include this list on a separate sheet. You can provide this list in any format; you can take a picture of the list from your existing POS system, write it by hand, etc.

3. Please list all cocktails and specialty drinks

- a. Can customers upgrade the liquor in the drink? If so, what are the options and upcharge amounts.

___ Yes

___ No

Please include this list on a separate sheet. You can provide this list in any format; you can take a picture of the list from your existing POS system, write it by hand, etc.

- b. Can cocktails or specialty drinks be made into a double? If so, what is the price or percentage?

2. Do you offer happy hours or times where items need to be automatically priced lower or higher?

___ Yes

___ No

If yes, please provide the time window and days for the happy hour.

Please provide the price increase/decrease (you do not have to list out the price of all items. However, if you do \$2 off wells, \$1 off calls, etc., please note well, call, premium, top., etc next to each brand).

Beer/Wine

1. On your beer selections, please note if any are available by the pitcher.

2. On your wine selections, please note if any of the wines are available for sale by the bottle, carafe or half carafe.

Please provide a list of all available options and prices.

Food settings

How do you want modifier groups to work?

1. Do you want all modifier groups to automatically prompt after each item is entered on the check?

___ Yes ___ No

For modifications that are not required, for example, no tomato, extra cheese, etc., do you want these modifier groups to automatically prompt after each item is entered on the check? Or, would you like it to only appear when called using the button, Modify Item?

Recommendation

For speed of service, it is best to not prompt modifier groups that are not required; the extra prompts add extra steps to the order taking process.

2. Please provide a list of food modifiers. You can create one generic modifier group that lists all of your modifiers, specific modifier group by category (such as salads are assigned "Salad Mods", sandwiches are assigned "Sandwich Mods", etc), or you can assign a modifier group that is specially created for each item.

Please include this list on a separate sheet. You can provide this list in any format; you can take a picture of the list from your existing POS system, write it by hand, etc.

Salads

If your restaurant does not offer this section, please skip.

1. Do all salads need to prompt a dressing choice?

Yes No

2. Should the dressing choice only allow for one selection or multiple? If more than one is selected, do you charge extra? If so, what is the charge?

One dressing choice, then exit the modifier screen

Allow for multiple dressing choices before exiting the modifier screen.

Extra dressings are free.

One choice is free. More than one choice has an upcharge of \$____.

Please provide a list of all salad dressings, if not listed on the provided menu.

3. Do you want salads that do not come with a protein to prompt a protein to remind staff to upsell? Such as Add Grilled Chicken, Add Steak, etc?

Yes No

If yes, please provide a list of protein options if not listed on the provided menu.

Entrees, dinners

If your restaurant does not offer this section, please skip.

1. If an item comes with a specific side by default, can the customer substitute it out for another side choice? If so, what are the choices and upcharges?

2. For items that must prompt a meat temp (rare, medium, etc)., please provide a list of the available temps and which items need to prompt the temps.

Sides and extras

If your restaurant does not offer this section, please skip.

1. Do you want a category of extra sides and sauces that can be entered as menu items? For example, side ranch \$.50, side tomatoes \$.50, etc. Listing these as separate items will allow staff to enter them into the kitchen independently from main menu items.

Yes No

If yes, please provide a list of all items and upcharges.

2. Do you want "Misc. Food" buttons that prompt a keyboard and open price to allow on-the-fly item entries?

Yes

If yes, please provide a list of misc button names such as "Open Food", "Open Beer", etc. If you have multiple kitchen printers, please make note if the "Open Food" button prints to the "Expo" vs. "Open Pizza" prints to "Pizza Printer", etc.

No

- a. Do you want to put a price cap on the open item? For example, the system can prompt for manager approval on prices entered over \$100.00.

____ Yes. Managers must approve entered prices over \$ ____.

____ No. Staff can ring in any open price.

Breakfast

If your restaurant does not offer this section, please skip.

1. What egg prep options are available? Such as sunny side up, poached, scrambled hard, scrambled with cheese, etc.

Please provide a separate list of all egg preps and upcharges.

2. If items come with a side of toast, please list out all toast options and substitution offerings, such as Wheat Toast, Rye Toast, Sub Pancake for \$1.00, etc.

3. Please provide a list of all a la carte items; side bacon, side sausage, 1 pancake, 1pc toast, etc., and upcharges.

4. Please provide a list of all beverages.

Such as orange juice, bottled water, milk, chocolate milk, etc. Please make note if any of these drink choices need to print at the bar or kitchen.

Discounts, gratuities, and service charges

1. Please list discount names, \$ or %, and if the discount should be on the entire check or if the discount works with selected items on the check only.

Example:

"25% Off" entire check, except alcohol

"100% Comp", allow user to pick 1 or multiple items on the check to discount

Please include this list on a separate sheet. You can provide this list in any format; you can take a picture of the list from your existing POS system, write it by hand, etc.

2. Do you want automatic gratuity based on a certain number of people in the party? If yes, what is the percentage?

____ Yes ____ %

____ No

Table Service Restaurants

1. Do you want to use a table layout? (graphical layout of your restaurant used for servers to start a check by selecting a table):

____ Yes ____ No

If yes, please provide a diagram or sketch of your layout with table numbers. *Feel free to hand draw your layout, take a picture, and email it to us.*

- 2. Do you want the ability to start multiple, independent checks on one table?** (useful for communal tables or parties where multiple servers share one table. This feature allows multiple servers to access independent checks assigned to the same table).
___ Yes ___ No
- 3. At the start of a new table, do you want the system to prompt to attach a credit card?** (useful in bars, breweries where you may want to pre-authorize a credit card to prevent walk outs).
___ Yes ___ No
- 4. Do you want the table to prompt # in party?**
___ Yes ___ No
- 5. Do you want to set drink requirements?** Where one drink must be entered for every person in the party? If yes, the drink requirement must be fulfilled before staff can send the order to the kitchen.
___ Yes ___ No

MicroSale Menu Development Checklist

- ___ Verified the price of all programmed items
- ___ Reviewed the organization of the menu buttons (categories, placement of buttons, etc.)
- ___ Reviewed all modifier groups attached to each menu item (reviewed modifier groups that prompt immediately and modifier groups that appear when selecting the Modify Item button
 - ___ Verified that all modifiers needed are programmed with the correct pricing
- ___ Verified the printer assignments of all items (i.e. appetizers are assigned to Kitchen, pizzas assigned to Pizza Printer, etc.).

Disclaimer

The customer is responsible for verifying accuracy of pricing in the programmed menu. MicroSale and Staff are not responsible for loss of revenue associated with incorrect prices. The customer is responsible for verifying the accuracy of sales tax in the system as well as ensuring items are properly set to collect tax. If you are uncertain on how to check your tax rate, please follow the [Basic Sales Tax article](#) or contact your MicroSale representative.

A full list of programmed items, prices and tax options can be found in the system under Manager Menu > Reports Menu > Print Utilities > Print Store Menu.

I understand the terms above.

Signature: _____ Date: _____