

# howto



## Pre Programmed Public Holiday Surcharge

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## What is a Pre-Programmed Public Holiday Surcharge?

MenuMate has the functionality to pre-program discounts and surcharges for future dates. This is specifically designed for Public Holiday's but can also be used for discounts or special events.

When the system is configured the auto discount/surcharge to apply it will automatically be added to each item as it is sold and will show on your Point of Sale as below.

The screenshot displays the MenuMate Point of Sale interface. At the top, there is a status bar with the time '2:01:52 p.m.' and several function buttons like 'Web Orders', 'Function', 'Park Sales', 'Reprint Receipt', 'Open Drawer', and 'System'. Below this is a grid of beverage categories and items. The 'Beverages' category is selected, and several items are highlighted in yellow, including 'Chai' and 'Chamomile'. On the right side, a 'Membership' panel shows the current order items: '1x Chai' for \$4.25, '1x Smoothie' for \$5.63, and '1x Teza' for \$5.17. A 'Total Surcharge' of \$1.95 is also listed. The total amount for the order is \$15.05, and the change is \$0.00. A red circle highlights the 'Total Surcharge' and 'Total' fields, with a red arrow pointing from the text above to the '1x Chai' item.

## Setup and Configuration

From Maintenance at Point of Sale select the Discount & Surcharges option. Setup a Discount or Surcharge as normal. Selecting the name, discount or surcharge, \$ or % and the rate.

New Discount

Name Public Holiday	Discount ID	Discount Priority
Surcharge 15%	Round To \$0.01	Members Only
Menu Filter : All	Appearance Order	Exempt Members

Discount Type

- Fixed Description & Amount
- Prompt for Description
- Prompt for Amount
- Prompt for Description & Amount

Discount Description

Ok

Cancel

**NEW!** If you want to exclude loyalty member from being charged the holiday surcharge then select the Exempt Members button and make sure it is green!

Once the discount or surcharge has been setup select the Configure Auto Times button.

If you want to run the surcharge on 11 October 2011 for the full day then select the YEAR 2011, the Month of October and the day of the 11<sup>th</sup> and Set the start time at 00:01 and click on Set Start Time. Then select the day of the 12<sup>th</sup> and set the end time to 00:01 and click on Set End Time. Once these settings have been configure click on Add Discount.

**Add Automatic Discount Period**

2011 2012 2013 2014 2015 2016 2017 2018 2019 2020

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Set Start Time  
11/10/2011 12:01:00 a.m.

Set End Time  
12/10/2011 12:01:00 a.m.

3) Add Discount

00:01

**Automatic Discount Times**

Public Holiday Start : 11/10/2011 12:01:00 a.m. End : 12/10/2011 12:01:00 a.m.

Ok

Delete