

Working With Prices

Ongoing Specials, One Time Price Changes

In this section we'll work with the ways Micros handles price records. When we're finished we'll be able to do a one time price change, set up the POS to run a special price for a menu item once a week and run a once a month price special.

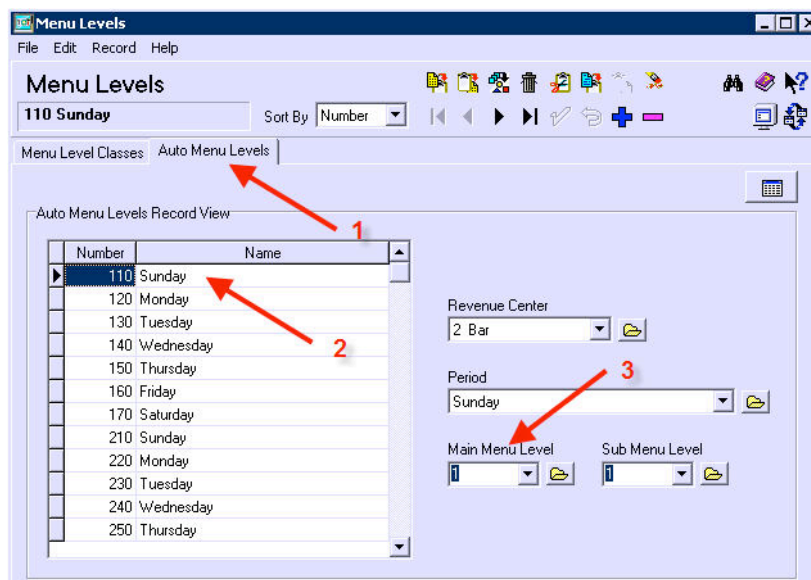
In the following exercise we will cover the following:

- Identify which day is "day 1" in the system
- Enter a static price for a menu item
- Enter a once a week discount price for an item
- Change an item's Menu Class to look for the additional price records
- Enter a once a month discount price for an item
- Add price records

Identifying "Day 1" in the Micros System

Micros uses "Day x" to identify which prices should be active on any given day. For instance Day 1 might be set up as a Monday. Thus Day 2 would be Tuesday, etc. As we move forward to program our specials for a given day we must first identify the way the system is set up.

Open up POS Configurator and go to the Sales tab. Now click on the Menu Levels tab. When the "Menu Levels" dialogue box comes up, click on the "Auto Menu Levels" tab (arrow #1 below).

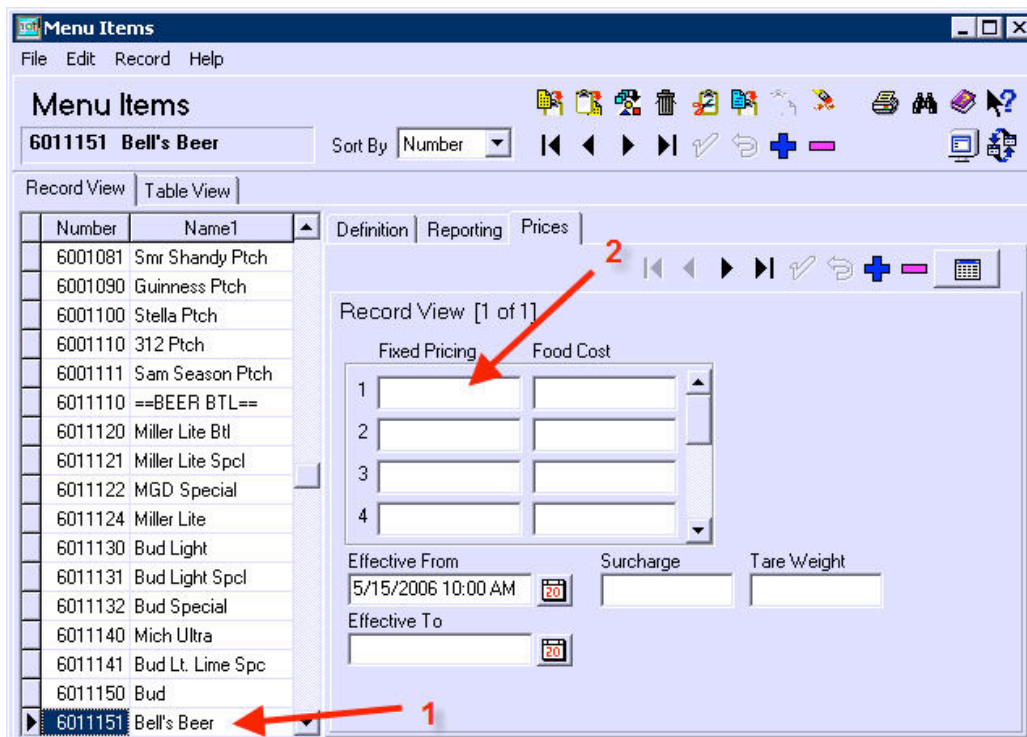


Note that Sunday (arrow #2) is highlighted in the navigation section of the window. In the detail section to the right is the programmed information for Sunday. Arrow #3 shows us that Sunday is “Main Menu Level” number 1. This indicates that the system is set up so that Sunday is “Day 1 / Price 1.” You’ll see how this affects our programming of specials shortly. Jot this information down on a sheet of scratch paper for reference later.

You can now close the window “Menu Levels.”

Entering a Static Price for a Menu Item

In the following example we need to add a price to a bottle of beer named “Bell’s Beer.” After locating the item in the database, click on the “Prices Tab” for the menu item.



Note in the screen shot above that we know we’re looking at Bell’s Beer because that is the record that is highlighted in the navigation portion of the window (arrow #1). After clicking on the “Prices” tab we see that there is a field called “Fixed Pricing.” This is where we’ll enter the price for the beer. Note that the fields are numbered starting with #1.

Because we are adding a static price, or a price that won't change, we need only to fill out the first price field (Fixed Price #1). The system will default to that price when no others are set.

TIP: If your system is programmed with a Happy Hour, it will be necessary to enter a price for fields 1 & 2. If your system has been programmed for multiple price levels throughout the course of a day it may be necessary to enter more than 2 price fields.

Let's go ahead and enter a price of \$5.00 in field 1 and save it using the green check mark. Once we're done it should look something like this:

Fixed Pricing	Food Cost
1 5.00	
2	
3	
4	

Effective From: 5/15/2006 10:00 AM
Effective To:
Surcharge:
Tare Weight:

Note the box near the bottom (arrow #2). The “Effective From” “Effective To” boxes allow us to set up start and end times for our pricing. When setting up static prices, just be sure the “Effective From” box is filled in with the date you program the menu item. Leaving the “Effective To” box empty tells the system that this is an ongoing price for the menu item.

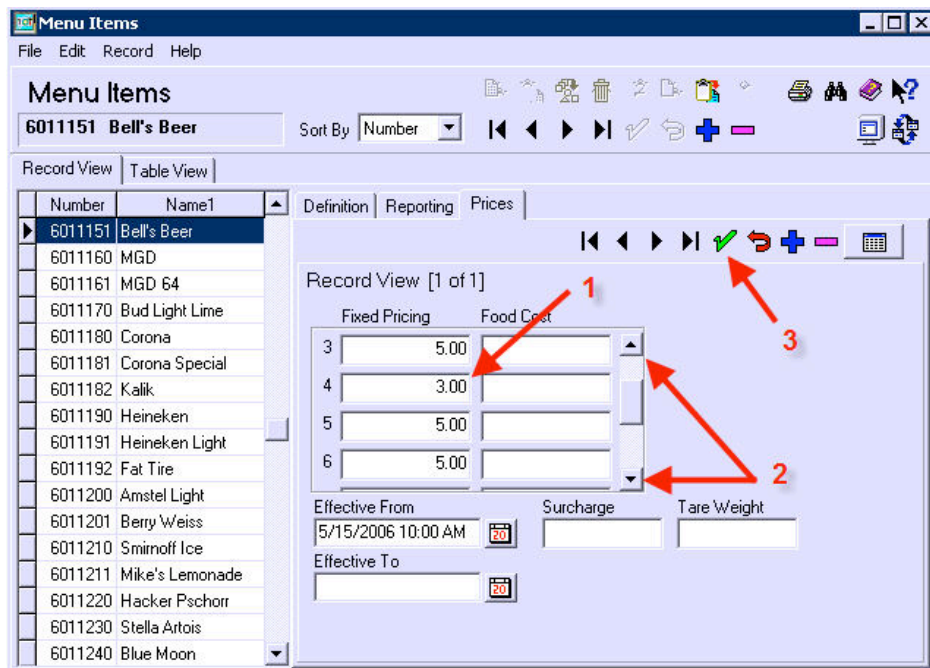
Enter a once a week discount price for an item

Now that we're familiar with the price record, let's make our “Bell's Beer” menu item reflect a once a week special price of \$3.00.

Open up the POS Configurator and locate the Bell's Beer menu item in the database. Once located, go to the "Prices" tab. Remember how we only filled out "Fixed Pricing" field 1 before? Now we are going to work with the other "Fixed Pricing" fields to give us a special price on Wednesday of \$3.00.

Earlier we discovered that the system identifies "Day 1" with Sunday. That makes Wednesday day 4. Therefore we need to change this item into a Multiple Priced menu item (it will have more than one price during the week) and give it a price for each of the seven days.

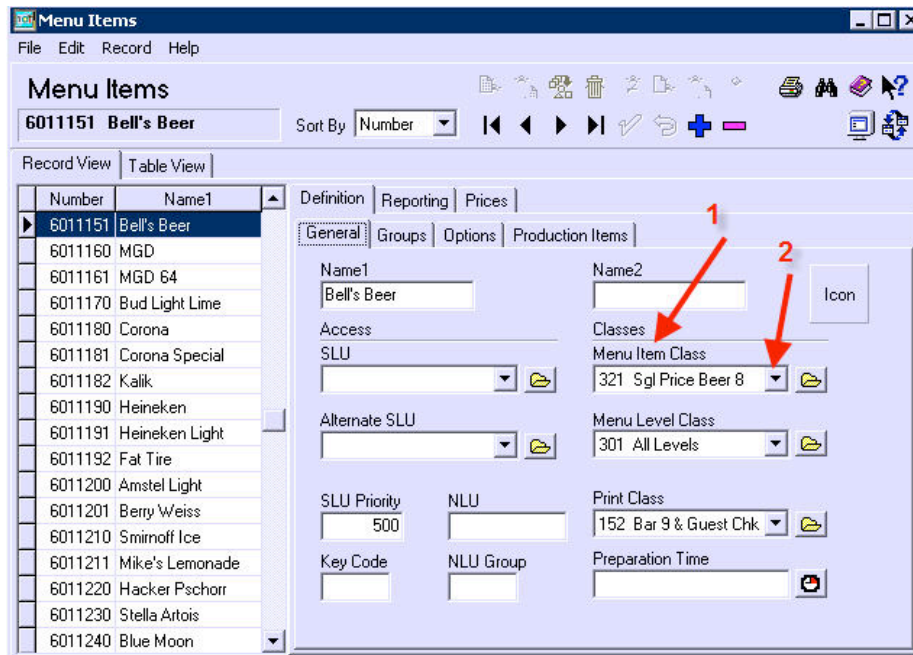
Moving down the "Fixed Pricing" fields, fill in the correct price for each of the seven days. Remember that Wednesday, Day 4, should be priced at \$3.00.



Notice that we've added prices for all seven days, with Day 4 being the special price of \$3.00 (arrow #1). We can scroll through the different prices using the up and down arrow keys to the right (arrow #2). Don't forget to save your changes (arrow #3)!

Change an Item's Menu Class to Look for the Additional Price Records

Now that we've given this menu item multiple prices, we'll need to do one last thing. That's to let the system know to look for more than one price. Click on the "Definition" tab then the "General Tab."



To the right is a field for “Menu Item Class.” You can see that it currently is set as a “Sgl Price Beer” signifying that the POS system only sees one price for it (arrow #1). We’ll need to change this to a multiple priced beer. Click on the arrow to the right of the “Menu Item Class” field (arrow #2). A drop down box will appear allowing you to choose the correct class. Look for a “Mul Price Beer” choice and select it. This tells the system that the prices change from day to day.

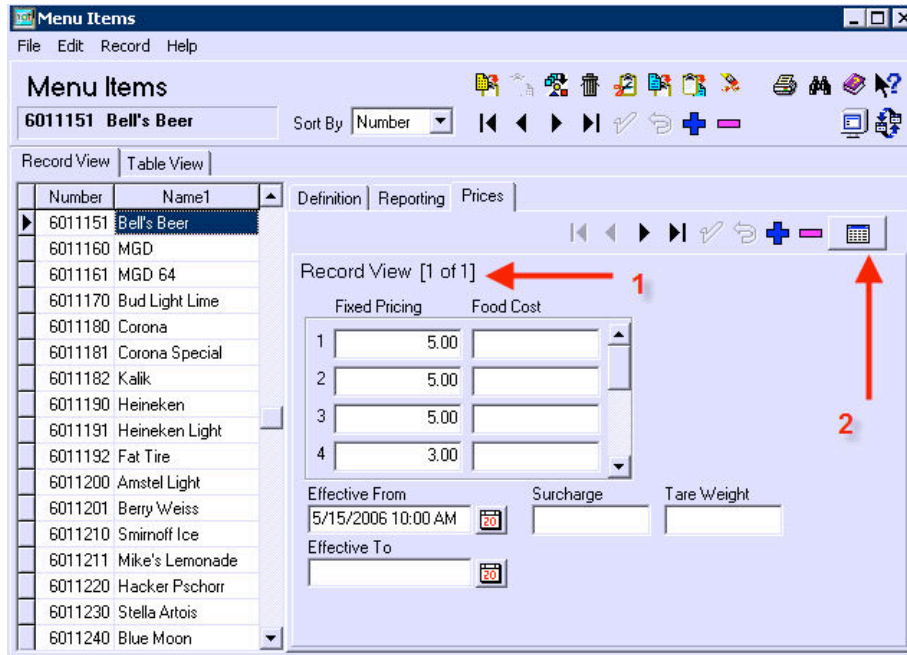
Don’t forget to save the menu item changes!

Enter a once a month discount price for an item

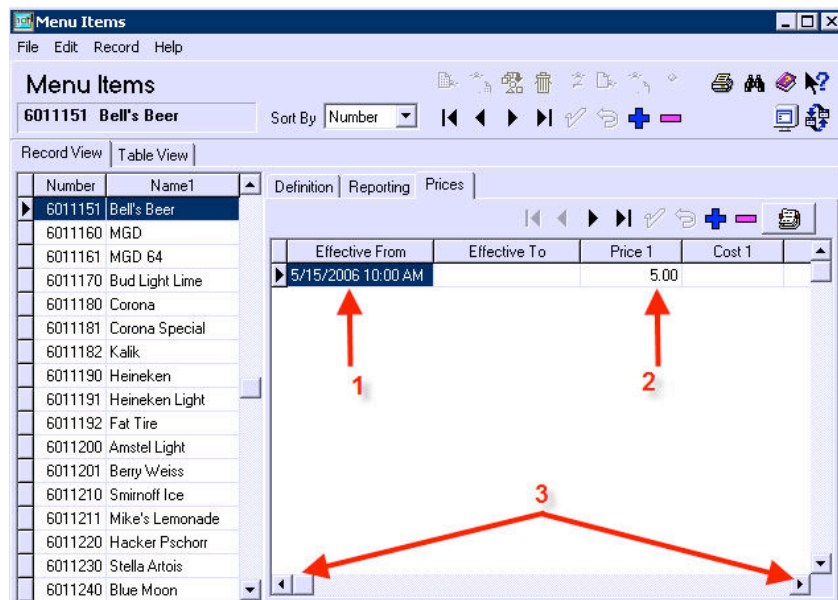
In the following example, we will program an item - we’ll stick with Bell’s Beer - to be a special promotional price one day a month. You might need this type of special if a distributor sponsored a monthly promotion at your establishment. In the following example, we’ll set the POS to charge just \$1.00 for a Bell’s Beer on the first Monday of each month.

In the previous examples, we changed different “Fixed Pricing” fields to reflect the day of the week. We did this within one “Pricing Record.” Micros allows us to set up multiple pricing records for each menu item for specific events or time frames. Each Price Record has the same number of available “Fixed Pricing” fields that we can work with. This allows us to single out a specific day of the year for a unique price structure. Confused? Don’t worry! We’ll go through it step by step!

Let’s go back and locate our “Bell’s Beer” menu item. Once it comes up, go to the “Price” tab.



Note that arrow #1 shows us that we are looking at “Record #1” in the record view format. Notice that for this record we have multiple prices (in the “Fixed Pricing” fields). Press the button to the right that looks similar to a list (arrow #2). This will give you the following display:

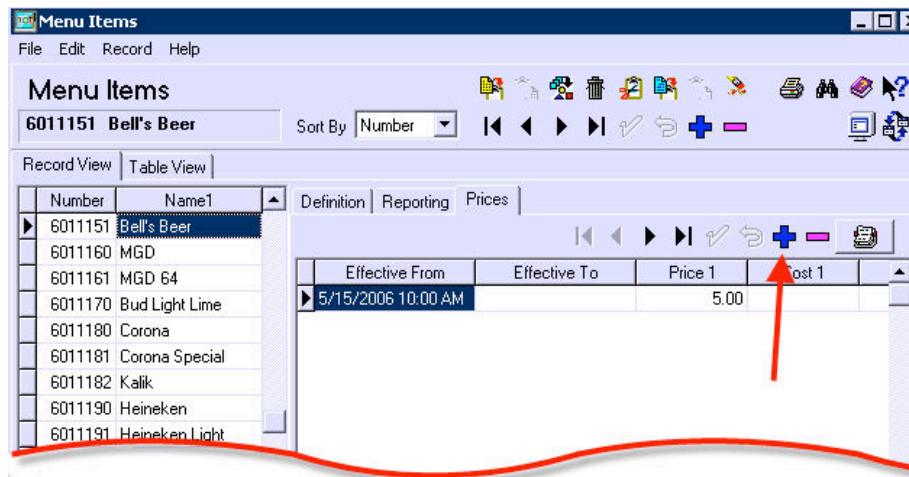


This display shows you the different “Price Records” all at the same time. Rather than read from top to bottom, like the Record View we were looking at, they now read left to right. We can see that the record we set up earlier is the only one that exists for this menu item. If we use the scroll buttons (arrow #3) we can move to the right and see how our prices change on day 4 (Wednesday) for our special.

We're happy with our pricing during the week but want to enter in the pricing specials for the one day a month that Bell's Beer will be sold for \$1.00. In order to have the system automatically change the pricing for just those days, we will need to create a new price record for each of those days. Since there will be 12 such days, we will need to make 12 new price records.

Adding Price Records

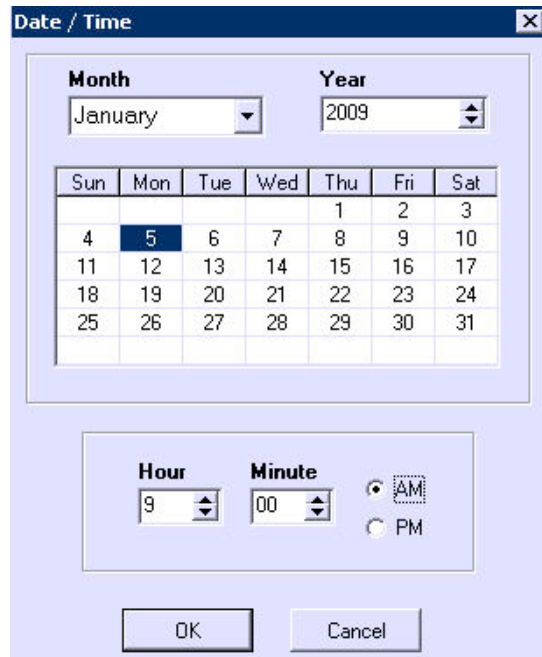
Using the "Insert Price" icon (the arrow below) will allow us to add a new record. Click on that button once.



The POS puts a new price record below the existing one. Click inside this blue box and the following will show up:



Notice that the cursor is now in the "Effective From" field and there is a box with three little dots to the right. Click on the three little dots box. This will bring up a calendar. This is the easiest way to define when we want this new price record to take effect. For the sake of our exercise, we will enter January 5, 2009 (the first Monday in January). We want the price to take effect before we open for business. So let's go ahead and set it for 9 am.



Date / Time

Month: January Year: 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

Hour: 9 Minute: 00 AM/PM

OK Cancel

When you've got it set correctly, go ahead and click on OK. Do the same for the "Effective To" field, this time setting it to be effective until sometime after the business closes. This will ensure the price will be active for only the date specified. Finally, enter our \$1.00 price in the "Price 1" field to the right. Be careful to enter the price on the correct price record line. It should look like this:



Definition Reporting Prices

Navigation icons: back, forward, check, undo, redo, delete, print

	Effective From	Effective To	Price 1	Cost 1
	5/15/2006 10:00 AM		5.00	
*	1/5/2009 9:00 AM	1/6/2009 1:00 AM	1.00	

Now go ahead and save it. If you watched closely you noticed that the price record you just added switched places with the record that was already there. This indicates that the record that doesn't have an "Effective To" field filled in is the default price record.

Continue to add new price records as needed for this menu item. In our example, when we're done it looks like this:

Definition Reporting Prices					
	Effective From	Effective To	Price 1	Cost 1	
	12/7/2009 9:00 AM	12/8/2009 1:00 AM	1.00		
	11/2/2009 9:00 AM	11/3/2009 1:00 AM	1.00		
	10/5/2009 9:00 AM	10/6/2009 1:00 AM	1.00		
	9/7/2009 9:00 AM	9/8/2009 1:00 AM	1.00		
	8/3/2009 9:00 AM	8/4/2009 1:00 AM	1.00		
	7/6/2009 9:00 AM	7/7/2009 1:00 AM	1.00		
	6/1/2009 9:00 AM	6/2/2009 1:00 AM	1.00		
	5/4/2009 9:00 AM	5/5/2009 1:00 AM	1.00		
	4/6/2009 9:00 AM	4/7/2009 1:00 AM	1.00		
	3/2/2009 9:00 AM	3/3/2009 1:00 AM	1.00		
	2/2/2009 9:00 AM	2/3/2009 1:00 AM	1.00		
	1/5/2009 9:00 AM	1/6/2009 1:00 AM	1.00		
▶	5/15/2006 10:00 AM		5.00		

Notice that for each special event we added a record that would essentially “turn on” for the day and then “turn off” once the day had passed.

Once you’ve finished, be certain to save using the green check mark.