



**BPA Restaurant Delivery Professional  
Quick Start Guide**

## Contents

|   |    |
|---|----|
| Initial System Startup .....                    | 3  |
| Defining Employees .....                        | 4  |
| Creating Your Menu .....                        | 5  |
| Adding Product Information to Your System ..... | 5  |
| Creating Priced Toppings Lists .....            | 6  |
| Creating Non-Priced Toppings Lists .....        | 6  |
| Define Per Topping Price Matrix .....           | 7  |
| Creating Side Lists .....                       | 8  |
| Changing Menu Tab Names .....                   | 10 |
| Adding Menu Items (buttons to your menu) .....  | 11 |
| Adding Sales Tax.....                           | 12 |
| Clocking In and Out of the Time Clock .....     | 13 |
| How to Create an Order .....                    | 14 |
| How to Close a Sale.....                        | 15 |

## Initial System Startup

When you initially open the BPA software, you will be asked to enter your company information. At minimum, you should enter your company name. All other information can be entered later by going to Business System → Definitions → Companies → Modify.

**Business plus Accounting Restaurant PROFESSIONAL**

**Welcome to Business Plus Accounting Restaurant Professional 8.0**  
by Business Software Solutions, Inc.

We are glad you have chosen Business Plus Accounting by Business Software Solutions for your business. Please take a moment to enter the following information regarding your company.

Business Plus Accounting includes the following features:

- Customer Order Processing
- Point of Sale
- Inventory Control
- General Ledger
- Accounts Receivable
- Accounts Payable
- Vendor Orders
- Product Receiving
- ... And Much More!

**Please Enter Your Company Information**

Company Name:

Street:

City/State/Zip:

Country:

Telephone:

Fax:

State ID Number:

Federal ID Number:

Corporate ID:

## Defining Employees

The first thing you should do is create an employee in the system. To do this, go to Restaurant System → Manager Functions → Define Employees → Add. At minimum, you will want to fill out the following fields:

- Employee # - This is a number that you will define for each employee. Most of our customers will use the last 4 digits of each employee's Social Security number for this field.
- Last Name.
- First Name.
- Sale Person ID – When a sale is made in the software, this field will be printed on the customer receipt, indicating who made the sale. We recommend either entering the Employee number, or the first name of the employee.

The screenshot shows a software window titled "EMPLOYEE #:" with a sub-header "EMPLOYEES". The window is divided into four pages: Page 1, Page 2, Page 3, and Page 4. The form contains the following fields:

| Page 1               | Page 2 | Page 3                           | Page 4                              |
|----------------------|--------|----------------------------------|-------------------------------------|
| Employee #: 5656     |        | Exemptions (0-10):               | <input type="checkbox"/>            |
| Last Name: Doe       |        | Tax Status (M/S/X):              | <input type="checkbox"/>            |
| First Name: John     |        | Hourly Rate 1:                   | <input type="text"/>                |
| Sale Person ID: JOHN |        | Job Code 1:                      | <input type="text"/>                |
| Street:              |        | Hourly Rate 2:                   | <input type="text"/>                |
| City:                |        | Job Code 2:                      | <input type="text"/>                |
| State:               |        | Hourly Rate 3:                   | <input type="text"/>                |
| Zip:                 |        | Job Code 3:                      | <input type="text"/>                |
| Telephone: ( ) -     |        | Over Time Rate 1:                | <input type="text"/>                |
| Telephone: ( ) -     |        | Over Time Rate 2:                | <input type="text"/>                |
| Fax: ( ) -           |        | Over Time Rate 3:                | <input type="text"/>                |
| Soc Sec #: - -       |        | Salary:                          | <input type="text"/>                |
|                      |        | Allow Non-approved Clock Outs:   | <input type="checkbox"/>            |
|                      |        | Allow Cashout In Restaurant POS: | <input checked="" type="checkbox"/> |

At the bottom of the window, there is a navigation bar with the following buttons: Pick-F8, Top, Prev, Next, Bottom, End, Print, Save-F3, Cancel, Delete, and Exit.

## Creating Your Menu

To create your menu, you should perform the following steps:

### Adding Product Information to Your System

Anything that may possibly be sold in the system should be defined as a product. This would include side items and toppings. To create the product record, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Products→Add.
2. At minimum, fill out the following fields:
  - a. Product/Service – This will be the name of the product that you are selling. For example, if you are adding a Large Pizza, you would type “Large Pizza.”
  - b. Description 1 – Again, this is the name of the product you are selling. This field appears on the customer receipt, so try not to use any abbreviations in this field. If you run out of space, you can use Description 2 and 3.
  - c. Product Type – This field allows you to categorize the product for reporting purposes. Using our “Large Pizza” example, you can place this product under the “Pizza” category. Press the F8 key to view a list of categories, then select the appropriate category.
    - i. If you need to add an additional Product type to the system, you can do this by going to Restaurant System→Manager Functions→Define Products→Define Product Types.
  - d. Sales Taxable – Place a Y in this field if this product needs to be taxed.
  - e. Price Level 1 – This is the price that you are charging for this product.
    - i. NOTE: If the product you are adding is a pizza that will have optional priced toppings added to it, you will want to enter the **base price** of that pizza. In our Large Pizza example, the base price is \$10.00. Each additional topping requires an extra cost (defined later in this guide).
3. Press Save when finished.

| Page 1                       | Page 2                          | Page 3 | Page 4                |
|------------------------------|---------------------------------|--------|-----------------------|
| <b>Product Information</b>   | <b>Cost, Pricing &amp; Tax</b>  |        | <b>Special Prices</b> |
| Product/Service: LARGE PIZZA | Sales Taxable: Y                |        | Happy Hour Price: [ ] |
| UPC Code: [ ]                | Tax Group: Sales Tax            |        | Lunch Price: [ ]      |
| Description 1: Large Pizza   | Goods Taxable: N                |        | Other Price: [ ]      |
| Description 2: [ ]           | Tax Dine In: Y                  |        | Member Price: [ ]     |
| Description 3: [ ]           | Tax Dine Out: Y                 |        | Sunday Price: [ ]     |
| Department: [ ]              | Unique Tax% : 0.000             |        | Monday Price: [ ]     |
| Product Type: PIZ            | Bar Tax %: 0.000                |        | Tuesday Price: [ ]    |
| Unit Of Measure: ea          | Tax Inclusive: N                |        | Wednesday Price: [ ]  |
| Unit Weight: [ ]             | Cost: [ ]                       |        | Thursday Price: [ ]   |
| On Hand: [ ]                 | Price Level 1 (Dine in): 10.000 |        | Friday Price: [ ]     |
| Order Level: [ ]             | Price Level 2 (Dine out): [ ]   |        | Saturday Price: [ ]   |
| Maximum Level: [ ]           | Price Level 3: [ ]              |        | Compare At: [ ]       |
| Product/Service P/S: P       | Price Level 4: [ ]              |        |                       |
| Prt Delivery Label: Y        | Price Level 5: [ ]              |        |                       |

Buttons: Pick-F8, Top, Prev, Next, Bottom, End, Print, Save-F3, Cancel, Delete, Exit

## Creating Priced Toppings Lists

The BPA Restaurant Delivery software allows for up to eight (8) different priced toppings lists. These lists are used when a pizza/entrée requiring a priced topping is ordered by a customer. To add items to a priced toppings list, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Priced Topping Lists
2. Click the Add button
3. When you select the Add button, you will be asked for the list you want to work with (1-8). Enter the list number, then press Enter



SELECT LIST 1-8

SELECT PRICED TOPPING LIST (1-8): 1

4. On the next screen, the following fields will need to be entered
  - a. Product Code (SKU) - This is the name of the topping that you added in Define Products. To view a list of these products, press the F8 key on the keyboard.
  - b. Topping Name - This is the text that will show on the button on your menu. For example, if the product was Bacon, you could just enter “Bacon” in this field.
  - c. Full/Half Topping Price – The system allows you to define separate full and half pizza pricing for your toppings. If this topping requires an up-charge on the order, type in the up-charge price here. Otherwise, leave it at 0.
5. Press F3 when finished.

## Creating Non-Priced Toppings Lists

The BPA Restaurant Delivery software also allows you to create a non-priced toppings list. This list is used when a pizza/entrée requiring a non-priced topping is ordered by a customer. This list is also used in the Per Topping Price Matrix (explained later in this guide). To add items to your non-priced toppings list, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Non-Priced Topping List
2. Click the Add button
3. On the next screen, the following fields will need to be entered:
  - a. Product Code (SKU) - This is the name of the topping that you added in Define Products. To view a list of these products, press the F8 key on the keyboard.
  - b. Topping Name - This is the text that will show on the button on your menu. For example, if the product was Extra Sauce, you could just enter “Extra Sauce” in this field.
4. Press F3 when finished.

## Define Per Topping Price Matrix

Some restaurants want to make ordering as simple as possible to speed up operations. This is important to the pizza industry because such a large portion of your daily business happens during a short period of time. One way to accomplish this is to use a pricing matrix for each type of pizza you sell (such as Large, Medium, Small, etc.).

An example of a Per Topping Price Matrix would be you sell a large pizza at the base price of \$10.00. Each additional topping is \$1.00. So, a one topping pizza would be \$11.00.

The Per Topping Price Matrix option will be using your Non-Priced Toppings list. Ensure that all of your toppings are entered into this list.

To define the Per Topping Price Matrix, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Per Topping Price Matrix
2. By default, your system will come with three default pizza matrix sizes – Small, Medium and Large. However, you can add as many different sizes as you like in the matrix.
3. For each matrix, enter the **Additional Price** for each column. For example, if 3 toppings on a Large Pizza requires an additional cost of \$3.00, enter 3.00 in this field.
  - a. Note: Remember, the base price for each pizza was already defined in Define Products.
4. Press F3 on your keyboard when finished.

| Assign Topping Price Matrix |              |             |             |           |                |            |                |            |
|-----------------------------|--------------|-------------|-------------|-----------|----------------|------------|----------------|------------|
|                             | MATRIX NAME  | NO TOPPINGS | 1/2 TOPPING | 1 TOPPING | 1 1/2 TOPPINGS | 2 TOPPINGS | 2 1/2 TOPPINGS | 3 TOPPINGS |
| ▶                           | SMALL        |             | 0.00        | 0.00      | 0.50           | 1.00       | 1.50           | 2.00       |
|                             | MEDIUM       |             | 0.00        | 0.00      | 0.65           | 1.25       | 1.90           | 2.50       |
|                             | LARGE        |             | 0.00        | 0.00      | 0.75           | 1.50       | 2.25           | 3.00       |
|                             | MEDIUMSIGMAX |             | 0.65        | 1.25      | 1.90           | 2.50       | 3.15           | 3.75       |
|                             | LARGESIGMAX  |             | 0.75        | 1.50      | 2.25           | 3.00       | 3.75           | 4.50       |
|                             | SMALLSIGMAX  |             | 0.50        | 1.00      | 1.50           | 2.00       | 2.50           | 3.00       |

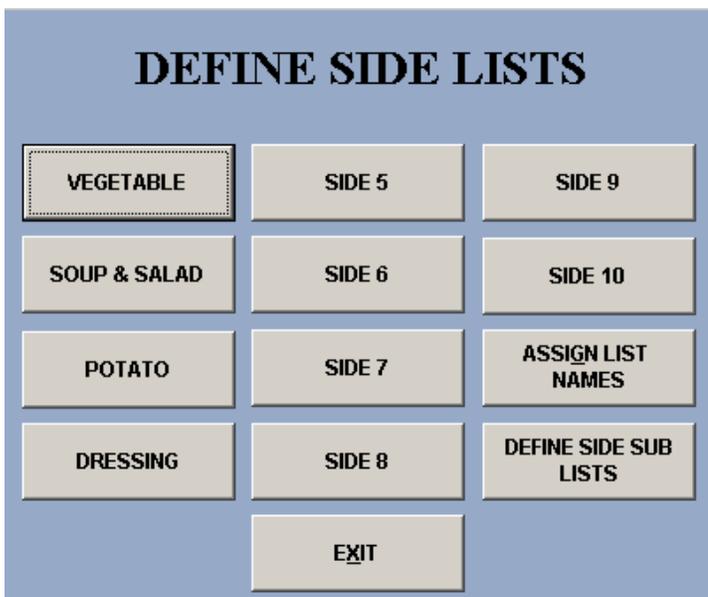
## Creating Side Lists

The next step would be to create side lists. The system allows you to create ten (10) pre-defined side lists. To create a side list, perform the following steps:

1. Go to Restaurant System → Manager Functions → Define Side Lists.
2. The system comes with four (4) pre-defined side list names: Vegetable, Soup & Salad, Potato, and Dressing. The rest of the side lists are named Side 5-10. To change these names, go to Assign List Names. Change the side list names as needed, then press the F3 key on the keyboard.
  - a. You can also change then names of your Priced Toppings and Non-Priced Toppings lists in this screen.

| ASSIGN SIDE LIST NAMES |                      |                      |
|------------------------|----------------------|----------------------|
|                        | DEFAULT LIST NAME    | YOUR LIST NAME       |
| ▶                      | SideList 1           | Vegetable            |
|                        | SideList 2           | Soup & Salad         |
|                        | SideList 3           | Potato               |
|                        | SideList 4           | Dressing             |
|                        | SideList 5           | Side 5               |
|                        | SideList 6           | Side 6               |
|                        | SideList 7           | Side 7               |
|                        | SideList 8           | Side 8               |
|                        | SideList 9           | Side 9               |
|                        | SideList 10          | Side 10              |
|                        | Cooking Instructions | Cooking Instructions |

3. Once you have all of your names changed, you can click on the side name in Define Side Lists to add items to that list.



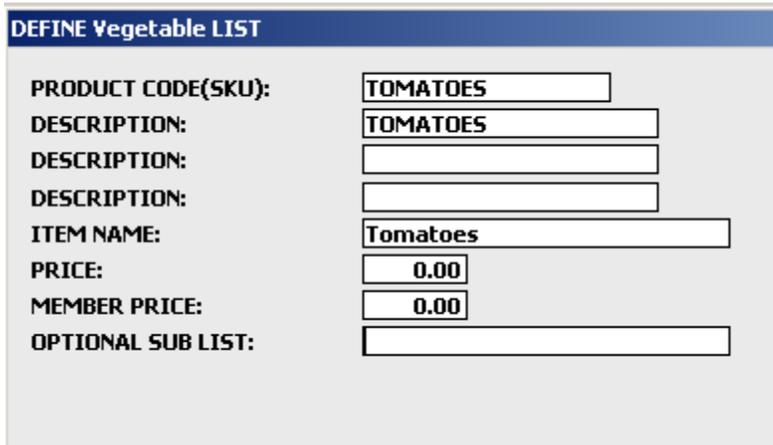
4. From there, click the Add button.



5. The following fields need to be entered:

- a. Product Code(SKU) – This is the name of the side item product that you added in Define Products. To view a list of these products, press the F8 key on the keyboard.
- b. Item Name – This is the text that will show on the button on your menu. For example, if the product was Tomatoes, you could just enter “Tomatoes” in this field.
- c. Price – If this side item requires an up-charge on the order, type in the up-charge price here. Otherwise, leave it at 0.

6. Press F3 on the keyboard to save this.





## Adding Menu Items (buttons to your menu)

Once you have created all product records, defined side lists, define your toppings lists, and created menu tabs, you can now begin placing products into your menu. To do this, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Menu Items→Add.
2. Enter the following fields:
  - a. Product Code(SKU) - This is the name of the product that you added in Define Products. To view a list of these products, press the F8 key on the keyboard.
  - b. Select Menu – This is where you will place the product in the appropriate menu tab. To view a list of your menu tabs, select the F8 key on the keyboard.
  - a. Button Text Top/Bottom – This is the text that will show on the button on your menu. For example, using our Large Pizza, you could just enter “Large Pizza” in this field.
    - i. Each line allows you to type in ten (10) characters. So, if you do not have enough space on the Button Text Top, you can use the Button Text Bottom to fill this space.
  - c. Modifier Lists – This is where you will select which side list or toppings list will appear when the menu item is added to the ticket. Place a Y next to the appropriate side list.
    - i. If you are using the **Per Topping Price Matrix**, perform the following steps:
      1. Place a Y next to “Non-priced Toppings”
      2. Click inside the Topping Price Matrix, and press the F8 key on the keyboard
      3. Highlight the Price Matrix you want to use, then click Pick This Record.
  - d. Cook’s Printers – The system allows for five (5) kitchen printers, and one (1) expediter printer. For example, you can have one printer assigned for your cooks in the kitchen, one assigned for a bar, etc. If the item needs to be sent to the cook, you will want to place a Y next to the appropriate kitchen printer. If you only have one (1) kitchen printer, then you can just put a Y next to “Print on Cook’s Printer 1.”
3. Press Save when finished.

## Adding Sales Tax

To enter your sales tax percentage, perform the following steps:

1. Go to Business System→Definitions→Sales Tax Table.
2. Under Tax Code 1, enter your City, State, and Tax Rate.
3. Press Save and Exit when finished.

**Define Sales Tax Rates**

**Customer Sales Tax Rates** | **Product Tax Reporting Groups**

When customers are defined they are given a sales tax table number. That table number corresponds to a sales tax rate. All customers given the same table number will have the same sales tax rate.

Use this screen to assign tax rates to the tax table numbers. To change a sales tax rate for a group of customers you only have to change the rate in the tax table. For exempt customers create a 0.0 tax rate.

If you have products that should be charged at a different rate from your standard sales tax rate, you can specify their tax unique tax rate using product definitions.

**Sales Tax**

| TAX CODE | CITY - COUNTY | STATE | TAXRATE |
|----------|---------------|-------|---------|
| 1        | Your City     | UT    | 6.0000  |
| 2        |               |       | 0.0000  |
| 3        |               |       | 0.0000  |
| 4        |               |       | 0.0000  |
| 5        |               |       | 0.0000  |
| 6        |               |       | 0.0000  |
| 7        |               |       | 0.0000  |

Sales Tax name to print on invoices:

Minimum Sales Amount for Sales Tax In Restaurant POS (If Applicable):

**GST Tax**

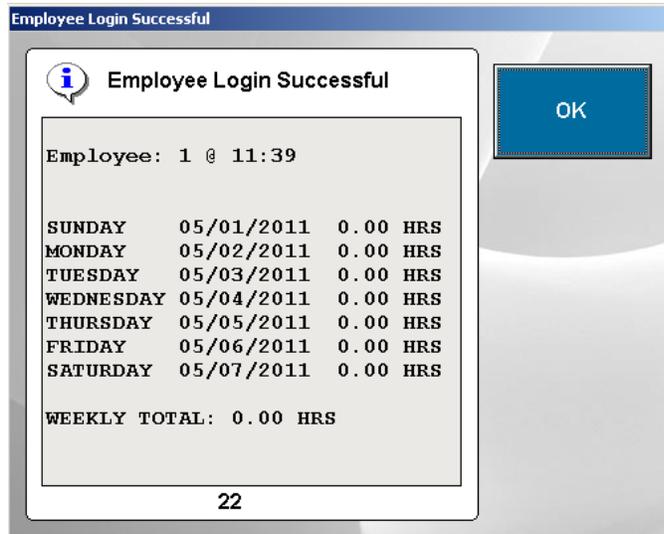
Goods And Services Tax Rate (Used In Canada):

Goods & Services Tax name to print on invoices:

## Clocking In and Out of the Time Clock

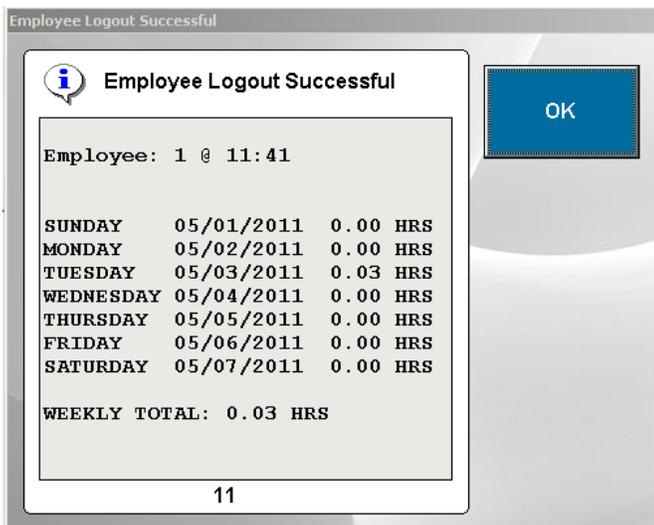
Before you can perform sales in the system, you must be clocked into the time clock. To clock in, perform the following steps:

1. Go to Restaurant System→Employee Clock In/Clock Out→Employee Clock In.
2. Enter the employee number you wish to clock in, then press OK.
3. You should now receive a message that says “Employee Login Successful.”



At the end of the day, to clock out of the time clock, perform the following steps:

1. Go to Restaurant System→Employee Clock In/Clock Out→Employee Clock Out.
2. Enter the employee number you wish to clock out, then press OK.
3. You should now receive a message that says “Employee Logout Successful.”



## How to Create an Order

Once you have created an employee, and you have built your menu, you can begin creating sales in the system. Remember, you must be logged into the time clock to ring up sales.

To create an order, perform the following steps:

1. Go to Restaurant System → Restaurant Sales.
2. A Cashier Log In screen will appear. Enter your employee number, then press OK.
3. You will then see your menu and any open orders. To create a new sale, you can either click the Dine In button, the Dine Out button, or the Quick Sale button.
  - a. Dine In would be used to seat a guest at a table. When you choose the Dine In option, the next screen will show table numbers where you can seat a guest. Click on the appropriate table number.
    - i. This table layout can be changed in Restaurant System → Manager Functions → Define Table Areas.
  - b. Dine Out would be used for Pick-Up or Delivery orders. When you choose the Dine Out option, the next screen will allow you to define any customer information, such as Name, Address, Phone Number, etc.
  - c. Quick Sales are used in quick service environments, or for Take Out orders.
4. At this point, you may begin adding items to the ticket.

The screenshot displays the 'BUSINESS PLUS ACCOUNTING' software interface. The top menu bar includes 'System Tools', 'Files', 'Browse', 'Finance', 'Client Contact', and 'Help'. The main window is divided into several sections:

- Menu Grid:** A grid of buttons for various food items, categorized by table numbers (11, 12, 13, 14) and sub-categories (Max & Signature, Apt & Drinks, Pasta, Sandwiches, Pizzerts & Cinn, Stromboli, Misc1, Coupons, Breakfast). Items include Meaty Max (Small, Medium, Large, Med Disc, Lrg Disc), Pepp Max (Small, Medium, Large, Med Disc, Lrg Disc), Veg Max (Small, Medium, Large, Med Disc, Lrg Disc), Monster (Small, Medium, Large, Med Disc, Lrg Disc), and Chk Fajita (Small, Medium, Large, Med Disc, Lrg Disc).
- Customer/Order Information:** A section for 'CUSTOMER' and 'ORDER' with fields for 'TABLE 500 09:44' and '1000'. It also shows 'Ordered' (09:44:05) and 'Driver Out' (00:03:29) times.
- Itemized Ticket:** A list of items added to the order: Pepp Max Lrg Disc (8.00), Sandwich Ham Ches (4.49), Bread Sticks-4 (1.99), and SierraMist 2 Liter (2.29).
- Taxes and Total:** 'Taxes: 1.01' and 'Total: \$17.78'.
- Action Buttons:** A row of buttons for 'PgUp', 'PgDn', 'Misc', 'Review Order', 'Quick Sale', 'Special Notes', 'Repeat Item', 'PgUp', and 'PgDn'.
- Payment and Order Management:** A row of buttons for '\$18', '\$20', '\$50', '\$100', '\$100', 'Exact Cash', 'Order Complete', 'Assign Delivery', 'Dine In', and 'Dine Out'.
- Final Actions:** A row of buttons for 'Exit', 'Comp Discount', 'Remove / Edit Item', 'Send To Cook', 'Split Ticket', 'Close Order', 'Print Ticket', 'Cashier Out', 'Cashier In', and 'Open Drawer'.

## How to Close a Sale

To close a sale, perform the following steps:

1. Click the Close Order button.
2. Using the number pad, type in the amount that the customer is giving you. For example, if the customer gave you a \$20 bill, then enter "20.00."
3. Press the appropriate payment type button. For example, if the customer gave you cash, click the Cash button
4. Press Close Guest.

The screenshot displays a POS application window titled "BUSINESS PLUS ACCOUNTING". The main interface is a grid of menu items categorized into sections like "Combo Meals", "Pasta", "Sandwiches", and "Pizzerts & Cinn". A "CASH OUT" dialog box is open in the center, showing the following details:

- Table:** 1000
- Ticket:** 1000
- Guest:** 1
- Ticket Total:** \$17.78
- Payment Method:** Cash (Exact Cash) for \$20.00
- Change:** \$2.22

The dialog also includes a numeric keypad, a "Close Guest" button, and a "SPLIT PAYMENT" option. The background menu items include items like "Meaty Max Small", "Pepp Max Small", "Veg Max Small", "Monster Small", "Chk Fajita Small", "Pasta", "Sandwiches", "Pizzerts & Cinn", "Stromboli", "Misc1", "Coupons", and "Breakfast".

*If you have any other questions, feel free to give us a call at 801-336-3303.*