



**BPA Restaurant Professional  
Quick Start Guide**

## Contents

Initial System Startup .....	3
Defining Employees .....	4
Creating Your Menu .....	5
Adding Product Information to Your System .....	5
Creating Side Lists .....	6
Changing Menu Tab Names .....	8
Adding Menu Items (buttons to your menu) .....	9
Adding Sales Tax.....	10
Clocking In and Out of the Time Clock .....	11
How to Create an Order .....	12
How to Close a Sale.....	13

## 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.

**EMPLOYEES**

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

Pick-F8 Top Prev Next Bottom End Print Save-F3 Cancel Delete 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. 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 cheeseburger, you would type “Cheeseburger.”
  - 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 “Cheeseburger” example, you can place this product under the “Food Items” 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.
3. Press Save when finished.

**PRODUCTS** Create a Copy

Page 1	Page 2	Page 3	Page 4
<b>Product Information</b>	<b>Cost, Pricing &amp; Tax</b>	<b>Special Prices</b>	
Product/Service: CHEESEBURGER	Sales Taxable: Y	Happy Hour Price:	
UPC Code:	Tax Group: Sales Tax	Lunch Price:	
Description 1: Cheeseburger	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: FOD	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): 5.950	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:		
	Price Level 5:		

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

## 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:

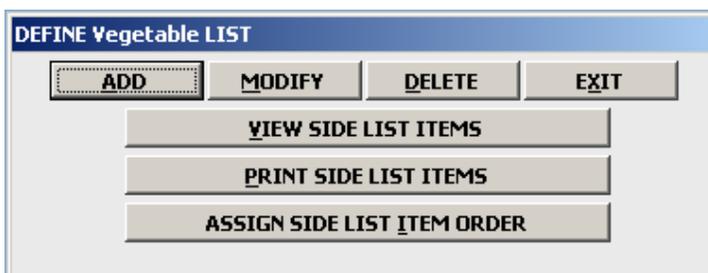
1. Go to Restaurant System→Manager Functions→Define Side Lists.
2. The system comes with four (4) pre-defined side list names: Vegetable, Soup & Salad, Potato, and Dressing. The rest of the side lists are named Side 5-10. To change these names, go to Assign List Names. Change the side list names as needed,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

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 products 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.

DEFINE Vegetable LIST	
PRODUCT CODE(SKU):	<input type="text" value="TOMATOES"/>
DESCRIPTION:	<input type="text" value="TOMATOES"/>
DESCRIPTION:	<input type="text"/>
DESCRIPTION:	<input type="text"/>
ITEM NAME:	<input type="text" value="Tomatoes"/>
PRICE:	<input type="text" value="0.00"/>
MEMBER PRICE:	<input type="text" value="0.00"/>
OPTIONAL SUB LIST:	<input type="text"/>

## Changing Menu Tab Names

On your restaurant menu, you can have up to fourteen (14) tabs.

Domestic Beer		Imported Beer		Wine	Catered Foods		Catered Desserts	
Breakfast Menu 1	Breakfast Menu 2	Lunch	Dinner	Desserts	Drinks	Misc1	Coupons	Mixed Drinks
1 Egg & Toast	1 Egg Btr & Toast	1 Egg Hash & Toast	1 Egg Hash Tost&Bcn	1 Egg Hash Tost&Ham	1 Egg Hash Tost&Sau	2 Egg & Toast	TABLE 0 PRICE	
2 Egg Btr & Toast	2 Egg Hash & Toast	2 Egg Hash Tost&Bcn	2 Egg Hash Tost&Ham	2 Egg Hash Tost&Sau	Bacon Bagel	Ham Bagel		
Sausage Bagel	1 Hotcake	2 Hotcakes	3 Hotcakes	2 Cake Egg & Bacon	2 Cake Egg & Ham	2 Cake Egg & Sausage		
Gift Card	Gift Cert	Redeem Cert						

To change the tab names, perform the following steps:

1. Go to Restaurant System → Manager Functions → Assign Menu Names.
2. Change the menu names as needed, then press the F3 key on your keyboard.

ASSIGN MENU NAMES	
DEFAULT MENU NAME	YOUR MENU NAME
Menu 1	Breakfast Menu 1
Menu 2	Breakfast Menu 2
Menu 3	Lunch
Menu 4	Dinner
Menu 5	Desserts
Menu 6	Drinks
Menu 7	Misc1
Menu 8	Coupons
Menu 9	Mixed Drinks
Menu 10	Domestic Beer
Menu 11	Imported Beer
Menu 12	Wine
Menu 13	Catered Foods
Menu 14	Catered Desserts

## Adding Menu Items (buttons to your menu)

Once you have created all product records, defined side 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 products 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 Cheeseburger, you could just enter “Cheeseburger” 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 will appear when the menu item is added to the ticket. Place a Y next to the appropriate side list
  - 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.

**Define Menu Items**

### MENU ITEMS

Create a Copy

Product Code (SKU): CHEESEBURGER      Dine In Price: 5.95      Menu Button Picture: **No Image Selected**

Description: Cheeseburger      Dine Out Price:      Select Picture

Description:      Lunch Price:      Select Picture

Description:      Happy Hr Price:      Select Picture

**Menu Item Options**

Select Menu: Dinner

Button Text Top: Cheese

Button Text Bottom: Burger

**Modifier Lists**

	Enable	Min	Max
Vegetable:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soup & Salad:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potato:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side 5:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side 6:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side 7:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side 8:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side 9:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side 10:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Sides List:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Modifier Lists (Cont.)**

Cooking Instructions:

Mixing Modifiers:

**Cook's Printers**

Print on Cook's Printer 1:  (Items not assigned to 1 or more cook's printers can print on default receipt printer (See Misc Definitions))

Print on Cook's Printer 2:

Print on Cook's Printer 3:

Print on Cook's Printer 4:

Print on Cook's Printer 5:

Print on Expediter Printer:

**Other Options**

Security Event:

Allow a Custom Price:

Allow a Custom Credit:

Make Item Button Active:

Cook's Printer Text:

Pick-F8    Top    Prev    Next    Bottom    Find    Save-F3    Cancel    Delete    Exit

You have now successfully added products to your menu. For step-by-step video tutorials, please go to <http://www.businesssoftware.com/restaurantsoftware/tutorials>.

## 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**

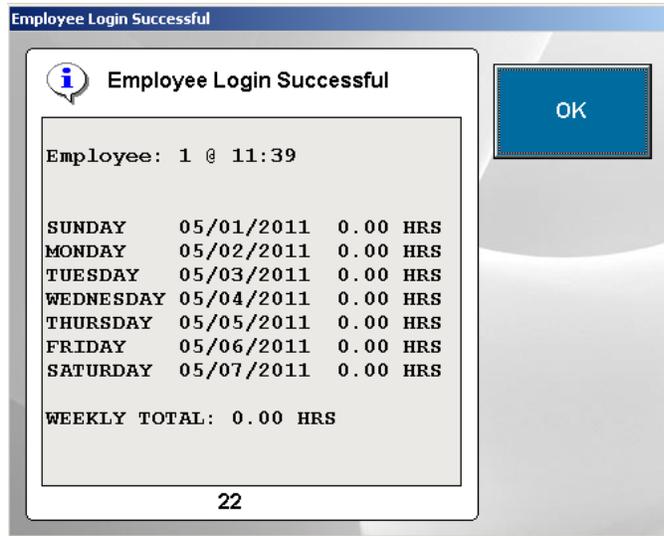
Goods And Services Tax Rate (Used In Canada):

Goods & Services Tax name to print on invoices:

## Clocking In and Out of the Time Clock

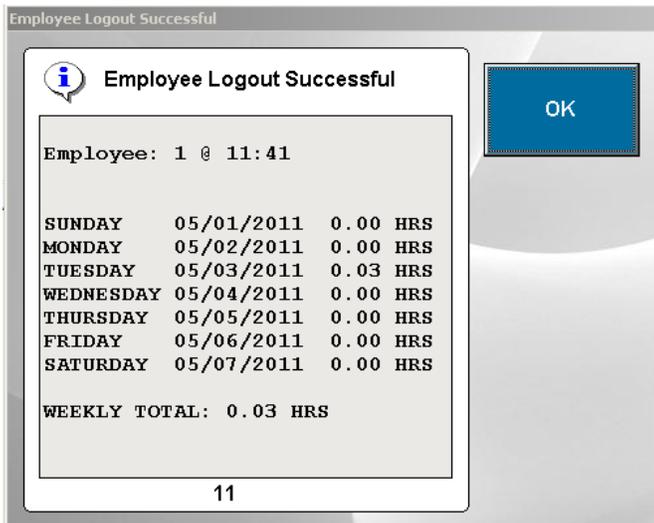
Before you can perform sales in the system, you must be clocked into the time clock. To clock in, perform the following steps:

1. Go to Restaurant System→Server 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→Server 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 Server Log In screen will appear. Enter your employee number, then press OK.
3. You will then see the Open Table screen. To create a new sale, click the New Table button.
4. The next screen will show table numbers where you can seat a guest. Click on the appropriate table number.
  - a. This table layout can be changed in Restaurant System → Manager Functions → Define Table Areas.
5. At this point, you may begin adding items to the ticket.

The screenshot displays the 'BUSINESS PLUS ACCOUNTING' software interface. The main menu is organized into several categories: Domestic Beer, Imported Beer, Wine, Catered Foods, and Catered Desserts. Below these are Breakfast Menu 1, Breakfast Menu 2, Lunch, Dinner, Desserts, Drinks, Misc1, Coupons, and Mixed Drinks. The menu items are displayed in a grid format with various colors (yellow, orange, pink, blue). A ticket summary on the right shows 'TABLE 1' with items: '2 Egg Hash Tost&Bcn' for 4.59 and '1 Egg Hash Tost&Bcn' for 3.99. The total is \$8.58. The interface also includes a bottom navigation bar with buttons for 'PgUp', 'PgDn', 'Review Order', 'Misc', 'Repeat Item', 'Special Notes', 'Drink Recipes', 'Enter SKU', 'Seat', '\$9', '\$10', '\$20', '\$50', '\$100', 'Exact Cash', 'Open Drawer', 'Quick Sale', 'Exit', 'Comp Discount', 'Remove/ Edit Item', 'Send To Cook', 'Split Ticket', 'Close Table', 'Print Ticket', 'Server Out', 'Server In', and 'Table'.

Domestic Beer							Imported Beer		Wine	Catered Foods		Catered Desserts											
Breakfast Menu 1		Breakfast Menu 2		Lunch	Dinner	Desserts	Drinks	Misc1	Coupons	Mixed Drinks													
1 Egg & Toast	1 Egg Btr & Toast	1 Egg Hash & Toast	1 Egg Hash Tost&Bcn	1 Egg Hash Tost&Ham	1 Egg Hash Tost&Sau	2 Egg & Toast	<table border="1"> <thead> <tr> <th>TABLE 1</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td>2 Egg Hash Tost&amp;Bcn</td> <td>4.59</td> </tr> <tr> <td>1 Egg Hash Tost&amp;Bcn</td> <td>3.99</td> </tr> <tr> <td colspan="2"><b>Taxes:</b></td> <td>0.00</td> </tr> <tr> <td colspan="2"><b>Total:</b></td> <td><b>\$8.58</b></td> </tr> </tbody> </table>					TABLE 1	PRICE	2 Egg Hash Tost&Bcn	4.59	1 Egg Hash Tost&Bcn	3.99	<b>Taxes:</b>		0.00	<b>Total:</b>		<b>\$8.58</b>
TABLE 1	PRICE																						
2 Egg Hash Tost&Bcn	4.59																						
1 Egg Hash Tost&Bcn	3.99																						
<b>Taxes:</b>		0.00																					
<b>Total:</b>		<b>\$8.58</b>																					
2 Egg Btr & Toast	2 Egg Hash & Toast	2 Egg Hash Tost&Bcn	2 Egg Hash Tost&Ham	2 Egg Hash Tost&Sau	Bacon Bagel	Ham Bagel																	
Sausage Bagel	1 Hotcake	2 Hotcakes	3 Hotcakes	2 Cake Egg & Bacon	2 Cake Egg & Ham	2 Cake Egg & Sausage																	
Gift Card	Gift Cert	Redeem Cert																					
PgUp	PgDn	Review Order	Misc	Repeat Item	Special Notes	Drink Recipes	PgUp	PgDn															
Enter SKU	Seat	\$9	\$10	\$20	\$50	\$100	Exact Cash	Open Drawer	Quick Sale														
Exit	Comp Discount	Remove/ Edit Item	Send To Cook	Split Ticket	Close Table	Print Ticket	Server Out	Server In	Table														

## How to Close a Sale

To close a sale, perform the following steps:

1. If you do not have the order pulled up, in Restaurant Sales, click on the Table button (bottom right corner), and select the table number you want to close.
2. Click the Close Table button.
3. 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."
4. Press the appropriate payment type button. For example, if the customer gave you cash, click the Cash button
5. Press Close Guest.

The screenshot shows the 'CASH OUT' dialog box for Table 1. The ticket total is \$8.58. The payment method is Cash, with an amount of \$20.00. The change is \$11.42. The background menu includes categories like Domestic Beer, Imported Beer, Wine, Catered Foods, and Catered Desserts. The 'CASH OUT' dialog box has the following fields:

Table: 1		CASH OUT		Ticket: 1000	
Guest	Select Guest	1		SPLIT PAYMENT	
Ticket Total:		\$8.58			
Gratuity	Use Change As Tip	\$0.00			
Card	Exact Card	\$0.00			
Check	Exact Check	\$0.00			
Cash	Exact Cash	\$20.00			
Pay With Gift Card		\$0.00			
Change:		\$11.42			

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