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# How To Start

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## First Steps Creating Masters

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It is assumed that you already have a perfectly defined Warehouse, without which it would not be possible to use this application.

The first thing you must do is create the masters you will use:

- ❖ Halls
- ❖ Chapter of Families (Personal, Social Charges, Music, Flowers, Audiovisual, ...), Extra charges in a SO/BEO
- ❖ Proper Expenses Chapters (Waiters, Cooks, Flower Centers, audio-visual rentals,...)
- ❖ Type of SO/BEO (Weddings, Business Meetings, Coffee Break, ...)
- ❖ Price List

This chapter is very important, because without it we cannot make budgets, costs, ...

The prices of the articles / dishes for the departments where we will perform the SO/BEO must be given. It works similar to the POS Price Lists.

❖ Menus. Once the Price lists are defined, you can make Standard Menus, grouping different Articles/Dishes in a single menu. When preparing a budget it will be very convenient, since it will include all the components of that Menu automatically, being able to modify/delete/insert other Articles/Dishes later on.

### SO/BEO Creation

**Once the Masters are defined, you can proceed to load the SO/BEO you want, see the different sections of the application.**

### Check

**You will be able to follow up the SO/BEO, Booking of Halls, Notices, Delay, Order your departments to review and execute the SO/BEO, send the budgets to the Customers, ...**

### Budgets

**A very comfortable tool to make an estimate budget with the client "on line".**

### Execution

**Once the SO/BEO has been carried out, you will be able to take the different steps of its execution, charge the Consumption Costs, Expenses and see the returns that have originated**