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# Functional Explanation SO/ BEO (Service Orders)

S.O. Functionality

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## SO/BEO Functionality



We call SPECIAL SERVICES, to all those SERVICES that from our structure of RESTORATION we can offer and give, so much inside our own RESTAURANT/HOTEL as EXTERNAL (in own house of Client, called in general CATERING).

Each SERVICE that we OFFER, BUDGET, and/or CARRY OUT must have an associated SERVICE ORDER, which explains the characteristics of the SERVICE in question. This term of Service Order will be named quite often, so from here on we will abbreviate it by calling it SO/BEO, which will be explained later.

**SO** – Service Order

**BEO** – Banquet and Event Order's

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Really with the perfect understanding of this section, is where we will know which is the majority functionality of SPECIAL SERVICES.

First of all, it is necessary to indicate that no Special Service can be produced, if there is not a Service Order prior to what is going to be BUDGETED, and/or EXECUTED.

When we enter this section, we observe that we can register, or modify, or COPY, as we well know is very normal that from one to another S.O. exist many similarities, for being for the same Client, for wanting the BANQUET similar to the one of ?????? that we have made, etc.

Another important fact is that normally the people who carry out the recruitment tasks are very involved in Public Relations, so StarEcon is aimed at this type of personnel in this section, that is, a lot of processing of TEXTS and WINDOWS, and less data related to intervention, cost control, etc. In a word, COMMERCIAL DATA for SELLING, since after a FIRST WORK which is to PRESENT a BUDGET, we will add the rest of DATA, for the person/s that correspond to that function, but always each one will contribute to the DATABASE of the S.O. what they know best and WITHOUT DUPLICATION of DATA.

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Related S.O. MASTERS

CHAPTER FAMILIES file  
(Option .A.A.)

In the analysis of a S.O., and for the purposes of invoicing and costs, THREE FUNDAMENTAL CONCEPTS are involved.

- 1). DISHES
- 2). ARTICLES properly said.
- 3). ARTICLES-SERVICES.

A este último apartado es al que nos referimos aquí, ya que los otros dos están ya detallados en otros capítulos.

This last section is the one we refer to here, as the other two are already detailed in other chapters.

Let us first say that the Service Articles, that is, EXTRAS, ASSEMBLY, DISASSEMBLY, FLOWERS, ..., we group them in FAMILIES of CHAPTER EXPENSES.

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Related S.O. MASTERS

File of CHAPTERS for S.O.  
(Option .A.B.)

The EXPENSES CHAPTERS, we call those articles that GENERALLY suppose an expense in a S.O. and are rarely invoiced (except when the service is EXTERNAL CATERING), since generally a very high percentage is usually included in the prices of the DISHES, although nevertheless there are some that evidently ARE INVOICED as it is the case of MUSICAL SETS, EXTRAS FLOWER CENTERS, ...

In addition to the Code and its description, its COST price and its SALES unit price must be given, as well as whether this article admits a discount when it is applied in an invoice. Another important fact is that normally the people who carry out the recruitment tasks are very involved in Public Relations, so StarEcon is aimed at this type of personnel in this section, that is, a lot of processing of TEXTS and WINDOWS, and less data related to intervention, cost control, etc. In a word, COMMERCIAL DATA for SELLING, since after a FIRST WORK which is to PRESENT a BUDGET, we will add the rest of DATA, for the person/s that correspond to that function, but always each one will contribute to the DATABASE of the S.O. what they know best and WITHOUT DUPLICATION of DATA.

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Related S.O. MASTERS

HALLS File  
(Option .A.G.)

Actually the section of HALLS, is very related to the SEVEN STARS system, since the normal thing is that a HOTEL exists, nevertheless it is not NECESSARY since the circumstance can occur that there IS NO HOTEL.

The most important facts are:

TYPE: which generally must be SL, sales accounts and ALL SALON codes and their DESCRIPTION. SALES, as well as if that item admits a discount when it is applied in an invoice.

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