



S.O. (Service Orders). Sequentiality Operation

S.O. Sequentiality Operation

Possible sequentiality in S.O.

IS TOO VERSATILE IN THE OPERATION OF THE S.O., THAT IS WHY IT IS SUGGESTED AS A MORE ACCURATE SEQUENCE THE ONE BELOW, BUT IT DOES NOT MEAN THAT YOU, AS A CUSTOMER USE ANOTHER ONE.

.1. CREATE or COPY S.O.

.1.1. CREATE. Give the DATA as seen in previous sections.

.1.2. COPY when a COMPANY/PARTNERSHIP/etc repeats periodically a S.O.

- When the CLIENT demands a SERVICE similar to the one had by another CLIENT.
- etc.

Obviously, if we create a S.O., there is a "possible" interest on the part of the CLIENT for us to carry it out.

.2. GENERATE HOTEL RESERVATION

.2.1. When, from StarBEO, it is indicated that it is also generated in Hotel, the system generates a RESERVATION in the HOTEL and CHANGES the SO number to the HOTEL RESERVATION NUMBER

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.3. FIRST FOLLOW UP of the S.O.

- .3.1. out of date. You must check the S.O. that exceed the DATE we have given you as a limit to answer yes or no (DELAY).
- .3.2. Which ones are pending?
- .3.3. Submit a BUDGET SIGNATURE.
- .3.4. You must ACCEPT it or give it for FAILED.

.4. PRE-EXECUTION of the S.O.

- .4.1. Fill in the data that we are missing in the S.O., especially those that are of interest for its proper implementation.
- .4.2. Include the DISHES that are foreseen to be used in the S.O., as well as the SERVICES.

NOTE: Some people when have already made the first S.O., they confirm the DISHES with the CUSTOMER and have even been using the program to calculate the price of the S.O., so in this case it is obvious that they have already been introduced.

- .4.3. Study of NEEDS, if applicable, so that the COOK knows what he has to buy or have in the KITCHEN for the good performance of the S.O.
- .4.4. Delivery to the different Departments concerned so that they know what they have to do.
- .4.5. Introduce the TABLE PLAN if applicable.

To this function, each person will always contribute to the S.O. DATABASE what they know best and WITHOUT DUPLICATION OF DATA.

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.5. IMMEDIATE AFTER ACTUAL EXECUTION S.O.

.5.1. The REAL DISHES may be given.

.5.2. Give the S.O. RLV

In many cases the Cooks give a delivery note with the totals consumed in the determined BANQUET/S.O.

.5.3. Load the S.O. EXPENSES

.5.4. Charge the foreseeable PRODUCTION of INVOICING.

If it is desired that it appears in the "current hand" of the HOTEL in the PRODUCTION of the determined DEPARTMENT, IT MUST BE GIVEN BEFORE THE CLOSING of the HOTEL and the same day that the BANQUET/S.O. is "finished".

.6. AT ANOTHER DATE AFTER THE S.O.

.6.1. Invoice it.

Normally at the earliest it is usually done the next day, of course, it can even be invoiced earlier.

.6.2. Study its profitability.

or the program for the calculation of the price of the S.O., therefore in this case it is obvious that they are already introduced.