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Overview - What is Catering QBO?

The Catering QBO program from Is2 Software is a Windows application designed to handle the order entry, price quoting, event contracting, dispatch, and billing of event activities for the catering and event planning industries. Functionality is provided to allow lists (billing codes, customers, chart of accounts, etc.) and documents (customer invoices and receipts) to transfer directly with the QuickBooks Online, an accounting program from Intuit Corporation.

Catering and Events

The catering and event entry works very similar to a work order dispatch system showing both a list grid view or calendar view of entered catering orders and / or events scheduled.

Event entries are fully maintained and logged for all event entries past, present, and future. Event entries can produce / print/ email event price quotes, event contracts, and event activity information work sheets.

A wide range of reports are available to comprehensively analyze all aspects of event production and sales.

Billing and Receipts

Customer invoices and customer receipts can be created and printed or emailed for each event for your clients. Invoices can reflect the balance due per event and show the total amounts billed to date and total payments received to date.

Works with QuickBooks Online

The catering program can transfer customer invoices and customer receipts generated in the catering invoice and receipt areas directly to QuickBooks Online. Transaction Ids and transfer dates for transferred documents are retained the catering program for document reference. When customer invoices and receipts are transferred, customers, billing codes, chart of accounts are transferred if needed.

List ids for transferred list items are maintained for future transfers of the same list items. Sales Tax entities are not currently able to be created on demand but can be referenced as well as receipt payment types such as Cash, Check, Credit Cards, etc.

Customer invoice line detail is transferred as is on customer invoice and not summarized which allows very comprehensive cost and billing accounting analysis on the accounting system side.

The QuickBooks QB Online integration requires the additional purchase of a separate ODBC driver which is used for the communication with QB Online. An internet connection is made thru the ODBC driver to the QB Online company database for the document transfers.

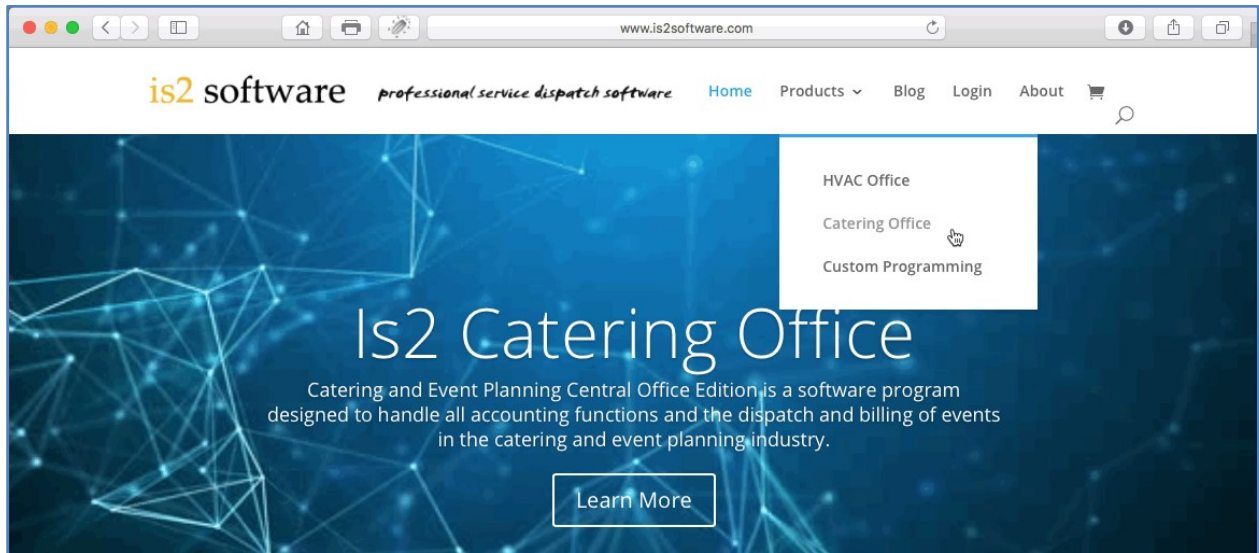
The operation and use of the Is2 Catering QBO program does NOT require QuickBooks Online to operate. The ability to transfer documents to QB Online is only one of many functions of the program and is provided as a convenient way to keep your accounting system synchronized with your entries.

QuickBooks Online is a program developed and owned by the Intuit Corporation. All references to QBO refer to the QuickBooks Online application which is trademarked by the Intuit Corporation. Catering QBO is a version of the catering event management program built by Is2 Software which can transfer customers, billing codes, customer invoices, customer receipts, etc. generated in the catering program to the Intuit QuickBooks Online program.

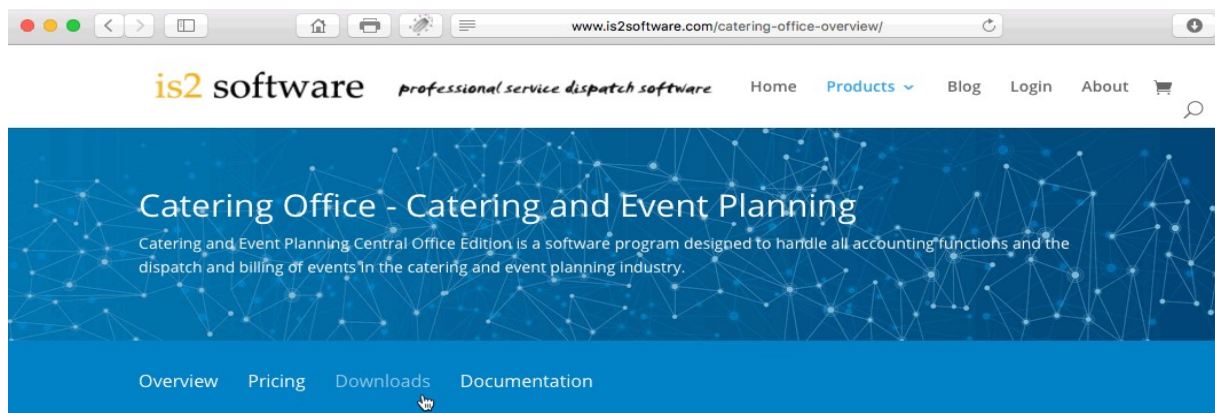
Download and Install the Catering QBO Program

Step 1. Download the Catering QBO Office software:

1. Download the Catering QBO setup program from the **www.is2software.com website**. At the homepage, on the top left side of the page, choose the **Catering Office** link under **Products**.



2. From the Catering Office page, choose the **Downloads** link from the page menu.



Catering and Event Planning – Overview

Catering and Event Planning Central Office Edition is a software program designed to handle all accounting functions and the dispatch and billing of events in the catering and event planning industry. The Catering Central Office program is an integrated collection of programs that include a general ledger, accounts receivable, accounts payable, payroll, event calendar and invoicing. All modules work together to create a seamless environment needed that covers all functions of the catering business.

3. On the Catering – Downloads page, click on the Download button for the Catering QB Online Install. The version will show the latest version available for the program.



4. Choose the Run option on the File Download dialog. This will start an immediate download to a temporary file area where and then begin the installation setup. The different versions of Windows will present the Run or Save options in different ways.



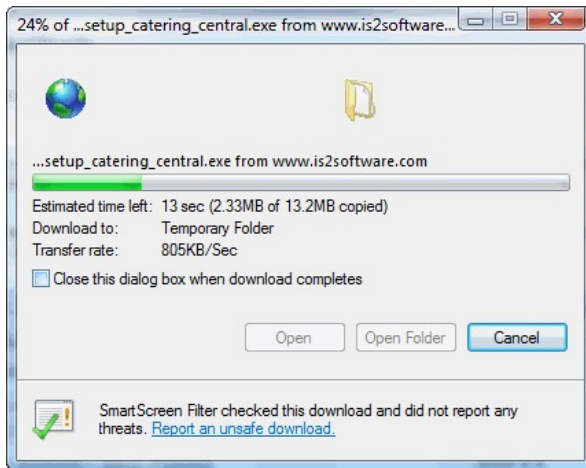
If you choose the Save This Program to Disk option on the File Download dialog. Follow the onscreen directions to download the program setup file. The options shown are different between the multiple versions of Windows. Choose the Save option. Do not check the option to close the dialog box after the download completes if this option is available. If it is checked, you will not be able to continue without finding the downloaded file on your drive. Remember where you download the setup file. Best practice is to create a \Downloads directory on your Drive C or Drive D and download all install setup programs into that directory where you will know where to find them. Do not save setup files onto the computer desktop.

You may be shown a screen that says that the publisher cannot be verified because we have not associated a digital certificate with this install. Please choose **Run** to proceed anyway with the install.



Windows 10 versions present the security warning in varied fashions based on the latest updates and which virus protection programs that you have running in the background. Sometimes it will be necessary to turn off the virus protection before you begin the install and then back on once the install has completed.

5. The transfer screen will show the progress of the file download. While transferring, make sure the "Close this dialog box when download completes" is not checked, if this dialog box shows on your screen. It makes the install simpler if you can run the setup program immediately after you download.



When the download completes, you will be ready to begin running the Setup program that will install the Catering Central program.

Step 2. Run the Program Installation Setup Program

When the download of the setup program is complete, click on the Run button to start the installation program.

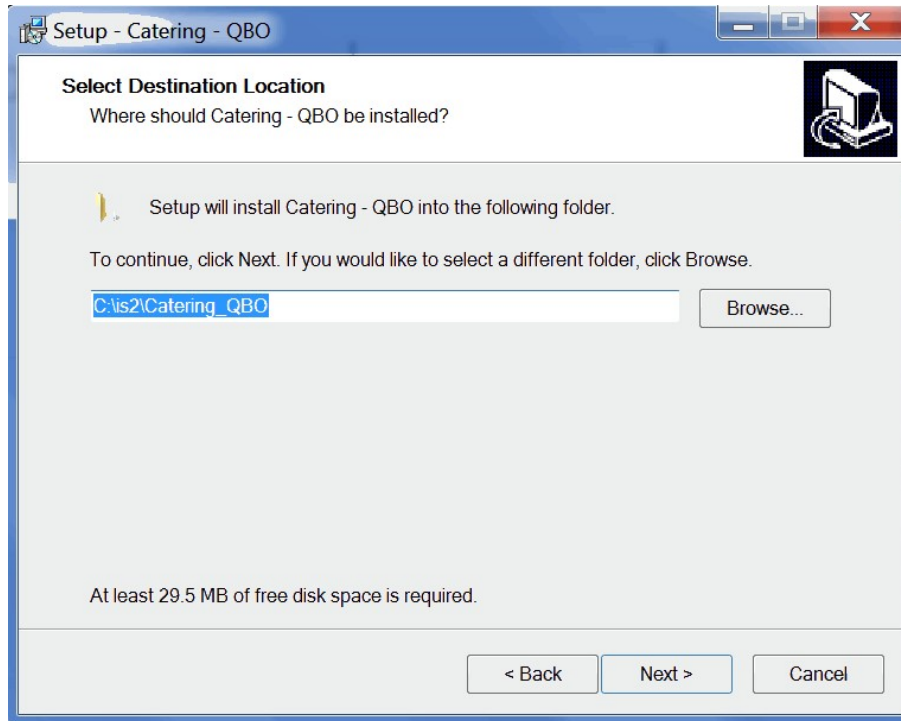
Some browser download dialogs do not show the Run button, if you have checked the checkbox to close the dialog automatically. If the Open button is not shown, remember where you downloaded the setup file, and then go to that directory to run the setup executable.



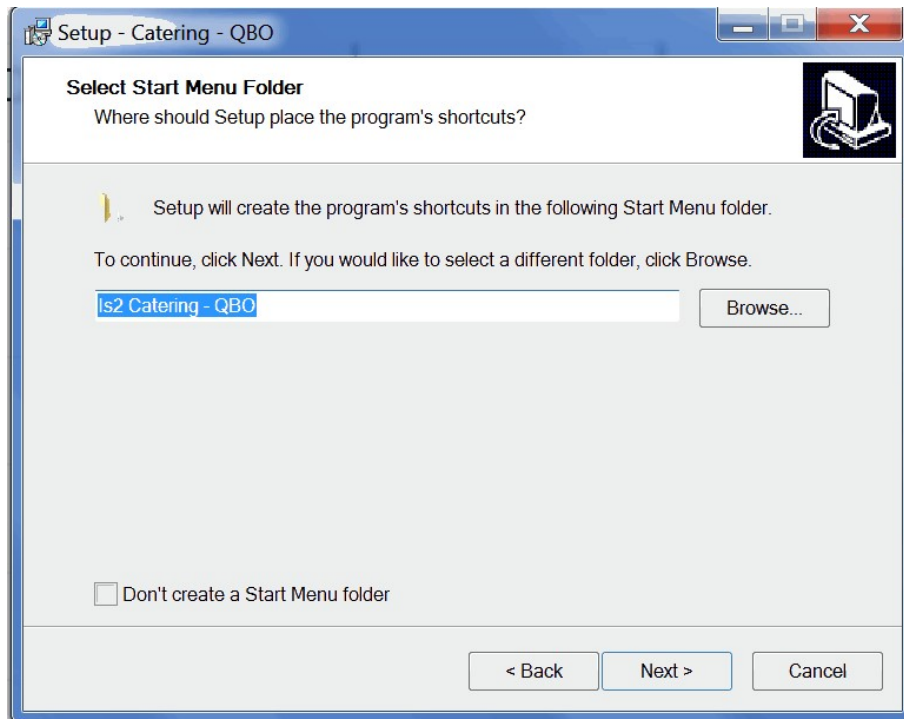
1. The install program will now start and guide you along the software setup process.



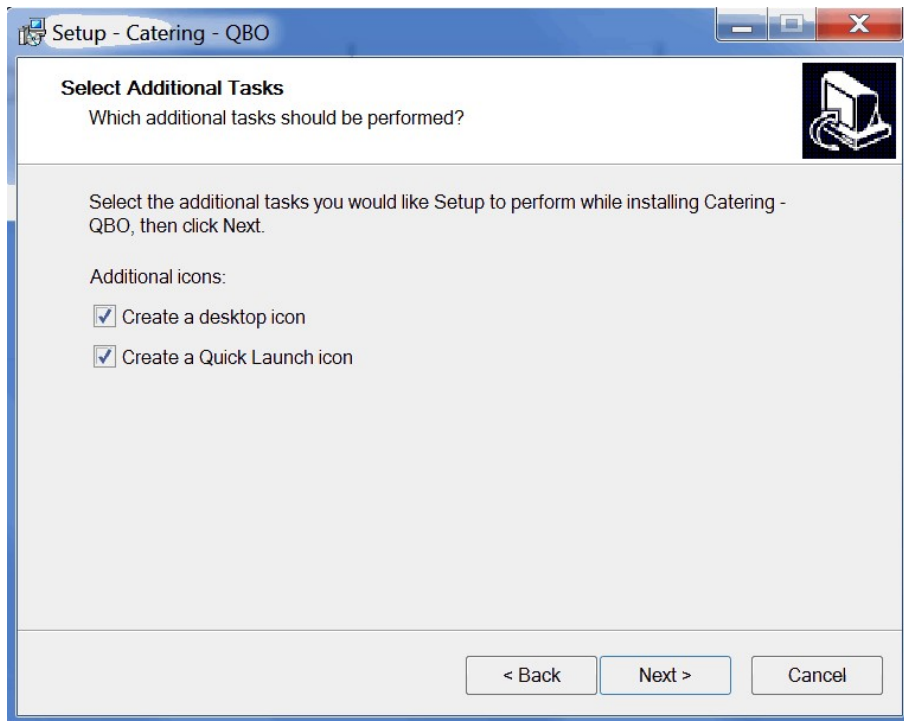
2. Choose where you wish the Catering QBO software to be installed. The default folder is "C:\Is2\Applications\Catering_QBO" directory.



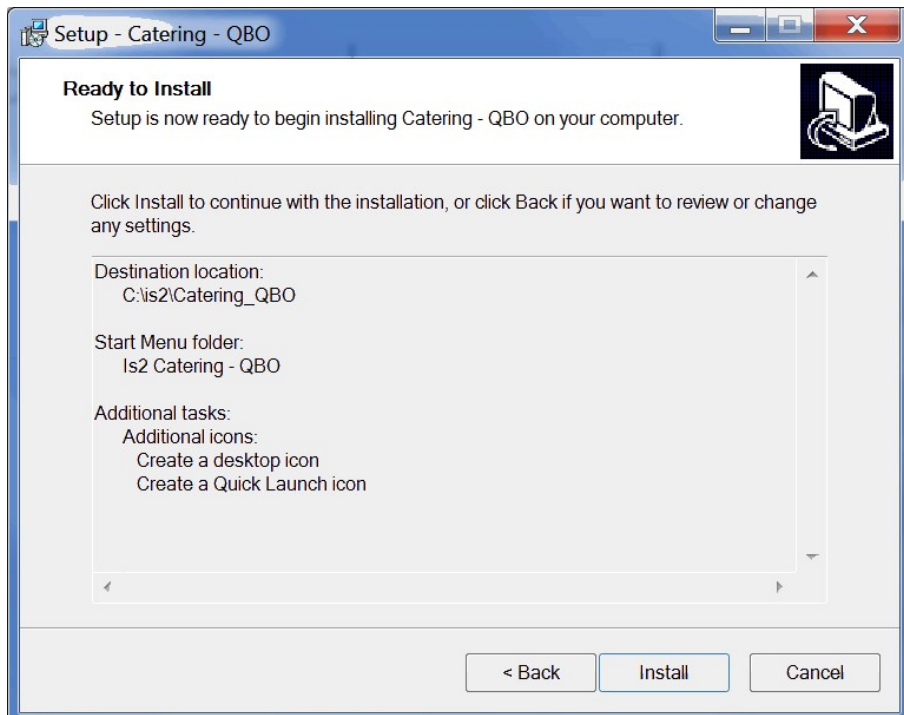
3. Once the install directory has been chosen, the install is ready to begin.



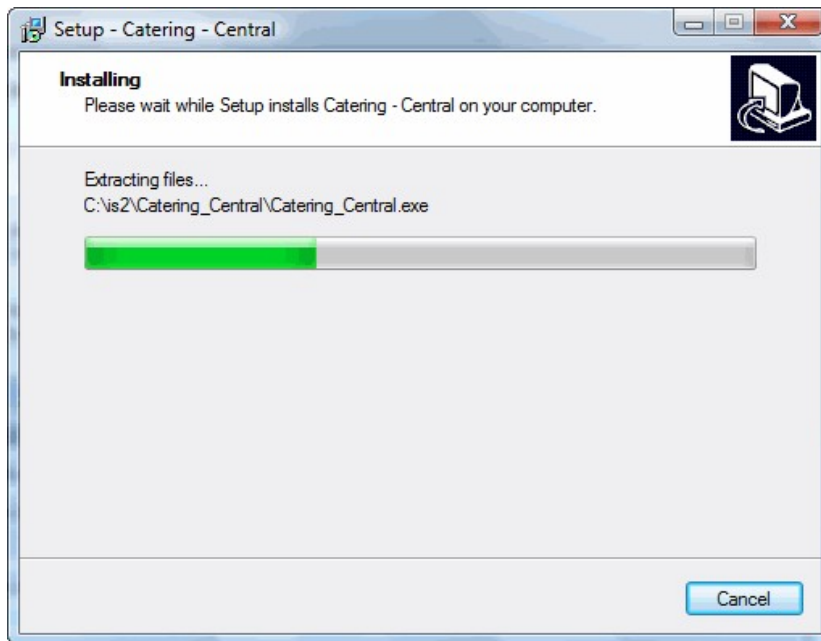
4. Choose whether you want to create a shortcut for your main Desktop and a shortcut for the Quick Launch toolbar at the bottom of your screen.



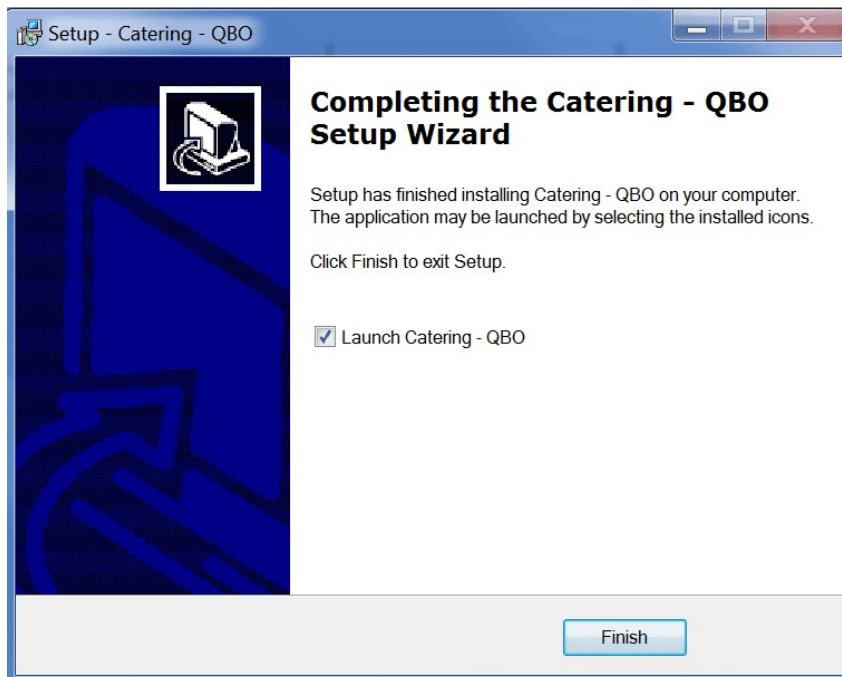
5. The installation configuration will be shown. If this configuration is incorrect for what you wish, use the Back button to make your changes. Otherwise, click the Install button to start the installation.



- The files for the program will now be installed to the designated directory. A progress bar will show on the screen as the program files are copied to your installation directory.



- When finished, a completion screen will appear. You may have the setup program start the Catering QBO program from here if you wish.



Step 3. Start the Program

1. From your computer's Start button, select the Programs menu, go to Is2 Software, and then choose the Catering QBO.

Or choose the Desktop shortcut or Quick Launch shortcut that was created.



2. When starting, you will see the login screen appear first. There are three tabs on the login screen which are for entering User login information, Connection login information, and if your company is being hosted by Is2 Software, the Company login information.

A screenshot of the 'Log On to Catering - QB Online' window. The window title is 'Log On to Catering - QB Online'. The main area is divided into two sections. The left section features the logo for '(is)₂ industry specific information systems'. The right section displays 'Catering Version 2018 - QB Online Edition - 2018.2.8.1'. Below this, there are three tabs: 'User Information', 'Connection Information', and 'Company Information'. The 'User Information' tab is active. It contains a 'User Name' field with the text 'cateringguest', a 'User Password' field with a masked password '*****', a 'Save Passwords' checkbox which is checked, and a 'Check For Update' checkbox which is unchecked. At the bottom, there are 'Ok' and 'Cancel' buttons.

You may also check to save the password you entered for your next login and also for the program to check each time you login for new updates to the program.

The User Name and the User Password are entries that are verified against your company database entries for each user. The administrator for your company will have entered individual entries for each user.

User activity is tracked within the company database each time a user logs in and when they log off the system.

The second tab will allow entry of the Connection Information needed for the application to connect to either your onsite server or our hosted account servers.

The Host Address is the ip address or domain address for the server that is providing access to your company data.

The Host Port is the router port that will be providing access for this server connection.

For **hosted** accounts, this address will be **is2software.net** and the host port will be **12000**.

If you are just checking out the program, you can log into the system with the **GUEST** account:

User Name: **cateringguest**
 User Password: **cateringguest**

For the Guest account, leave the Hosted Account checkbox unchecked and do NOT fill in the Company User Id and Company Password.

The third tab is the Company Information tab. For companies using their own servers, this is usually left blank.



Log On to Catering - QB Online

(iS)₂
industry specific
information systems

Catering
Version 2018
- QB Online Edition -
2018.2.8.1

User Information | Connection Information | **Company Information**

Company Login Id

Company Login Password

Hosted Account

Ok Cancel

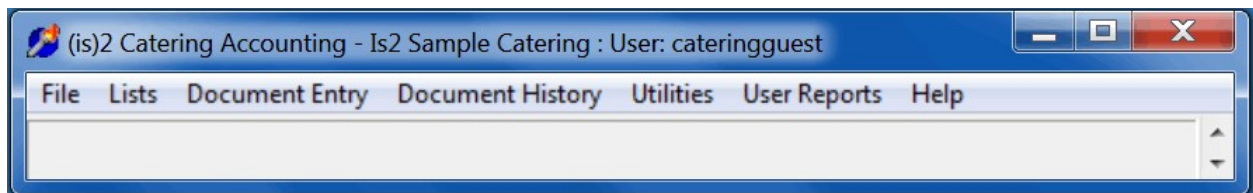
For hosted accounts, you will need to enter the login information that is provided specifically for your company account. The hosted company login information is emailed out for each company after signing up for the hosted service. Please keep the hosted information handy as you will need it for each new user for your company as they log in for the first time. The Hosted Account checkbox must be checked.



3. If the login information has been correctly, click on the Ok button at the bottom of the login screen to proceed with the login verification.

The program will use the login information to contact the Catering Office server and connect as the user specified.

4. If your login is verified correct, the main menu will appear for the Catering Central program.



5. If the main menu appears, the program should be functioning properly.
6. You are now ready to get started. Proceed now to setting up your company setup parameters.

There you will enter the parameters needed to run your event entry, billing and receipt processes, and report printing information.

Sample Login Parameters

Trial User:

If you have downloaded the program and running the trial, the login parameters are:

User Information

User Name: **cateringguest**
User Password: **cateringguest**

Place checkmark on Save Passwords.

Connection Information

Host Address: **is2software.net**
Host Port: **12000**

Company Information

Leave fields blank. Make sure Hosted Account is unchecked.

Paid Hosted Accounts:

If you have purchased a hosted account, you will be sent your initial login information by email and your administrators account. You may add additional users yourself at any time.

If running under a paid hosted account, sample login parameters would be similar to this:

User Information

User Name: **username**
User Password: **userpassword**

Place checkmark on Save Passwords.

Connection Information

Host Address: **is2software.net**
Host Port: **12000**

Company Information

Company Id: **companyid**

Company Password: **companypassword**

Make sure Hosted Account is checked.

Getting Started – Enter Your Company Parameters

The most important step of starting this system will be the entry of the company parameters. These fields control all aspects of the accounting system from the company name that is printed on each report to the general ledger accounts used for distribution for all the transfer QB Online posting operations.

Take your time and make sure your entries will correspond with your General Ledger Chart of Accounts, the next invoice number to use, etc. Careful entry and decision making now will save time and avoid problems later.

To enter / edit the Company Parameters:

1. From the main menu, choose the **File** menu option.
2. From the File menu, choose the **Company Parameters** menu option.
3. Edit the company information filled out in each program section:
 -
 - Company Information
 - Event Entry /
 - Invoicing Options ○
 - Account Distribution
 - Options
 - Posting Options ○
 - Program Update Ftp
 - Options
4. Choose the **Ok** button to save all your changes and to return to the main menu.

Company Information Options

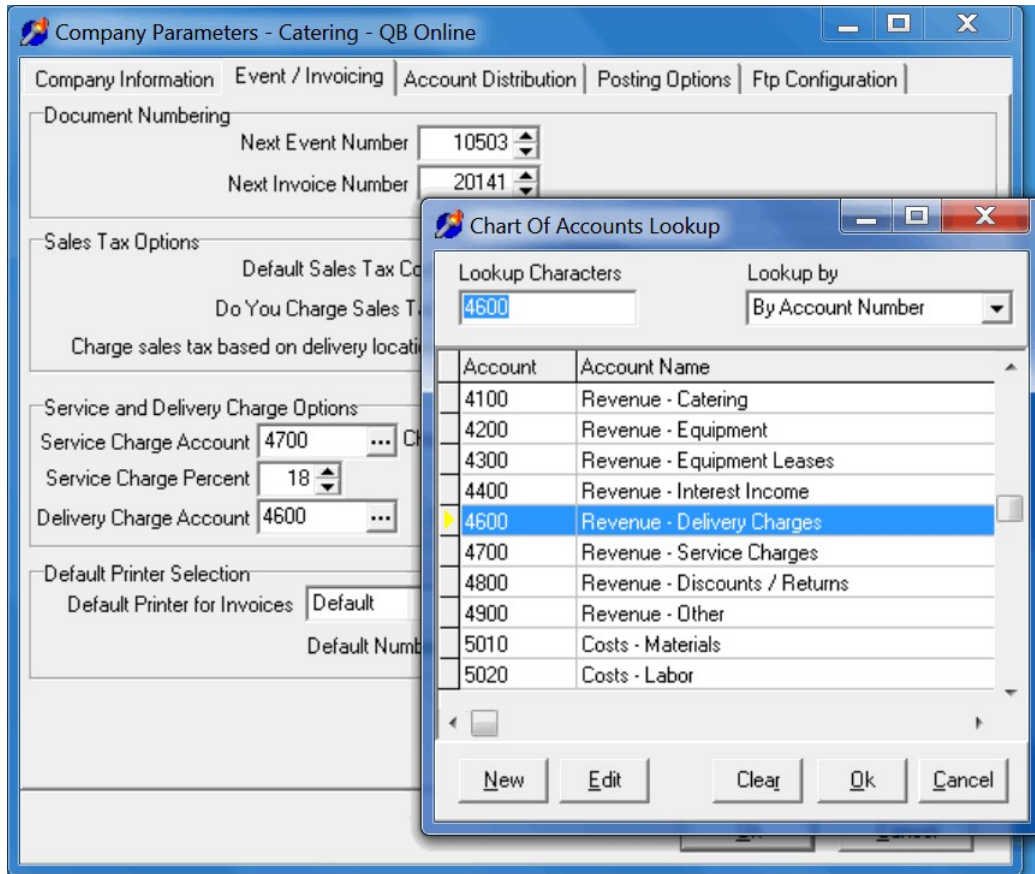
Company Name	The company name and address will be used by all portions of the system for display on reports, invoices, statements, etc.
Current Year Begins	The beginning date of your company's current fiscal year.
Current Year Ends	The ending date of your company's current fiscal year.
Next Document Control Number	This is a running counter used to generate control numbers for all entries.
Next Batch Number	When posting operations occurs, a batch number is assigned to each posting batch. This is a running counter. Some companies like to change this number each year to reflect the year of the batch on the number. This is not required however. Each batch is given a batch date for your reference.
Quickbooks DataSource	If your company has purchased the ODBC driver needed for communication with QuickBooks Online, after installation of the driver, enter the DataSource name used during the setup.
Allow Events as SubCustomers	When transferring a customer invoice or receipt, the event can be designated as a job / subcustomer in QBO or not.
SubCustomer Format	If an event is created as a subcustomer in QBO, this is the three section formatting of the customer name comprising of the event date, event location, and event number. Not all sections of the formatting have to be used. And they can be arranged as you want them. Event number first or Event date first, etc.

Event Entry / Invoicing Options

Below are parameters for event entry. Most of these parameters can be overridden in an event.

Next Event Number	Designate the next event number for the counter.
Next Invoice Number	Designate the next invoice number to be pulled.
Default Sales Tax Code	The default sales tax code if no code is specifically assigned to a customer.
Do you Charge Sales Tax	Used to determine if sales tax is charges.
Charge Sales Tax Based on Location	Used to determine if sales tax is charged based on the customer billing information or the event location information.
Service Charge Account	General Ledger chart of account for a service charge.
Service Charge Percent	Percentage charged on service chargeable items. Can be changed in each event.
Charge Service Charge	Charge a service charge on an event? Yes or No.
Delivery Charge Account	General Ledger chart of account for a delivery charge.
Tax Service Charge	Do you tax service charge amounts? Yes or No.
Tax Delivery Charge	Do you tax delivery charge amount? Yes or No.
Calculate Deposit	Automatically calculate the Deposit amount on an event.
Required a Deposit	Do you require a deposit on the order or event? Yes or No.
Default Printer for Invoices	The default network or local printer name for the printing of Customer Invoices if other than the default printer set up for the machine as the Windows default
Number of Invoice Copies	When printing the invoice, a default number of copies to print.

A chart of account number lookup is available for choosing the accounts available from the chart of accounts listing in the program. The chart of accounts sample is provided but each company should enter their own specific list. A full chart of accounts is not needed to integrate with the QB accounting program. You only need the accounts required for document entry and transfer.



Account Distribution Options

Company Parameters - Catering - QB Online

Company Information | Event / Invoicing | Account Distribution | Posting Options | Ftp Configuration

A/R Sales Parameters

Accounts Receivable Account	1100	...	Finance Charge Account	4900	...
Sales Account	4100	...	Sales Tax Payable Account	2060	...
Sales Discount Account	4800	...	Delivery Account	4600	...

A/R Cash Receipt Parameters

Checking Account	1020	...	QB Payment Method - Cash	1	...
Default Allowance Account	4900	...	QB Payment Method - Check	2	...
American Express Account	1040	...	QB Payment Method - Amex	3	...
MasterCard/Visa Account	1040	...	QB Payment Method - Master Card	3	...
Discover Card Account	1040	...	QB Payment Method - Visa	3	...
Other Credit Cards Account	1040	...	QB Payment Method - Discover	3	...
Deposit Receipt Account	2300	...	QB Payment Method - Other	3	...

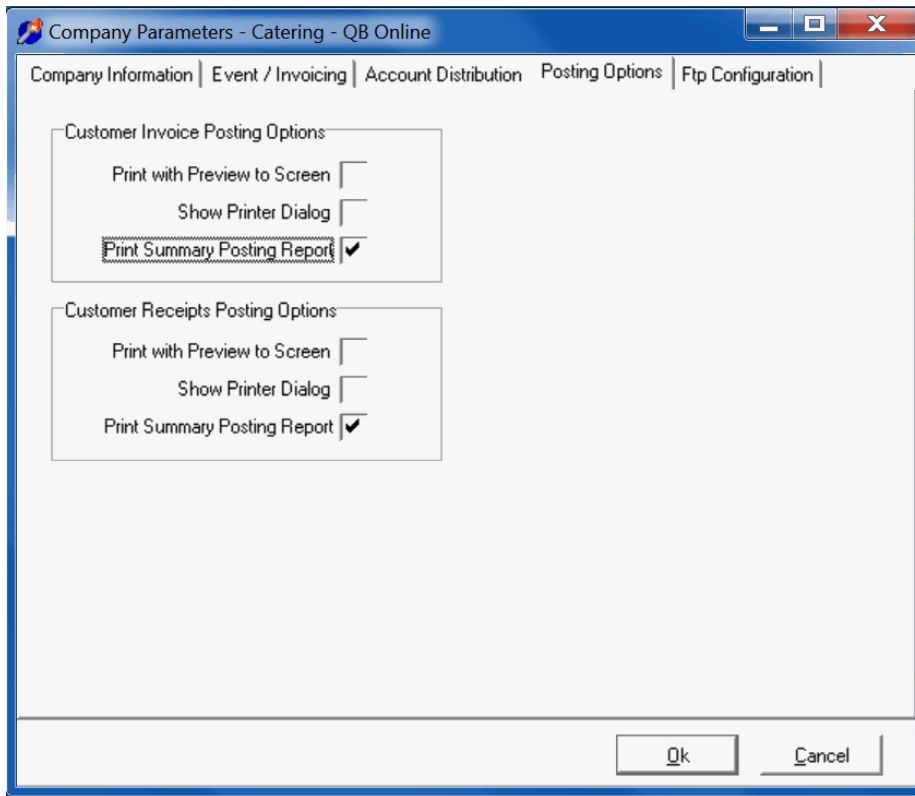
Inventory General Ledger Account

Default Item Sales Account	4100	...
----------------------------	------	-----

Ok Cancel

Accounts Receivable Account	The GL Account for Accounts Receivable
Sales Account	The default GL account for sales. This can be overridden for an individual item basis in invoicing or inventory/billing codes.
Sales Discount Account	The default GL Account for discounts given to customers during the cash receipts process
Sales Tax Payable Account	The liability account for sales taxes payable based on sales taxes charged and the invoice
Checking Account	The default GL account for receipt of customer cash or checking receipts.
Credit Card Accounts:	These are the GL accounts for credit card receipt distribution.
QB Payment Methods	These are the QuickBooks payment methods that relate to the cash, check, and credit card receipts.
Deposit Receipt Account	If the receipt was a deposit on a future event, this account will be used for the reversing general ledger transactions to show this receipt as a payable.
Default Item Sales Account	When entering new Billing Codes, this will be the default sales account that will be pulled in for the new billing code. You can change the account on the billing code to whatever you need it to be.

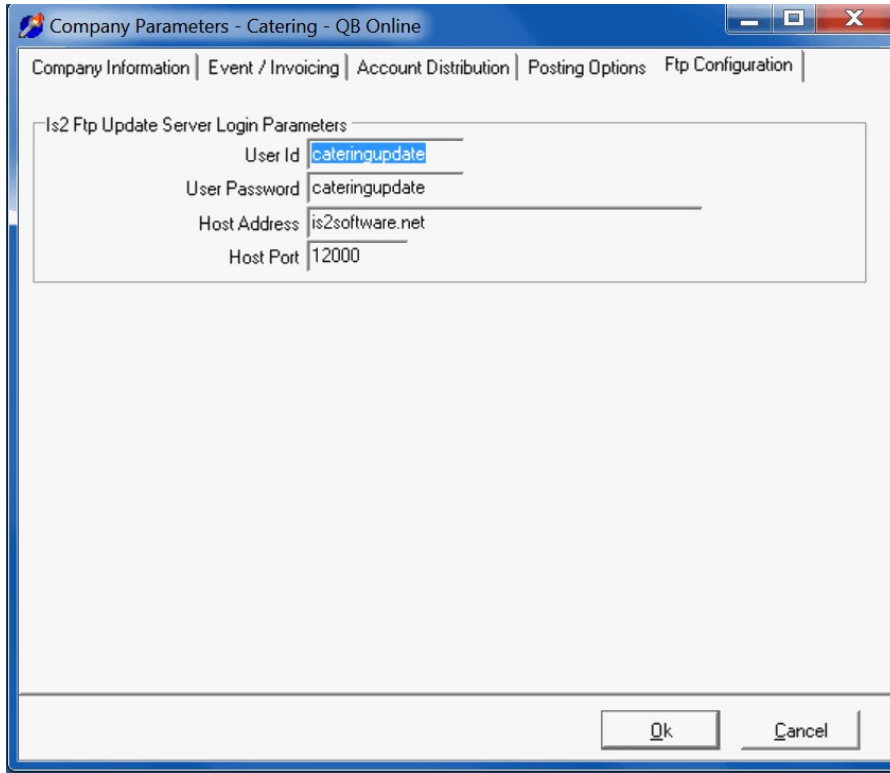
Posting Options



Posting Options

Customer Invoice Posting Options	
Print With Preview To Screen	Show Printout in Screen Preview. Checked for Yes, Unchecked for No.
Show Printer Dialog	Show the Printer Dialog to allow choosing of printer when printing.
Print Summary Posting Report	Print the Report. Checked for Yes, Unchecked for No.
Customer Receipts Posting Options	
Print With Preview To Screen	Show Printout in Screen Preview. Checked for Yes, Unchecked for No.
Show Printer Dialog	Show the Printer Dialog to allow choosing of printer when printing.
Print Summary Posting Report	Print the Report. Checked for Yes, Unchecked for No.

Program Update Ftp Parameter Options



User Id	User login id for program updates
User Password	User login password for program updates
Host Address	Host computer address for the program update ftp server
Host Port	Host computer port for the program update ftp server

Users – Adding New Users

The Users entry area under File is used to enter login information for users accessing the system. Here you enter the user id and full name, login password, and set the access rights for the user. A user may have access to all parts of the systems such as an administrator or restricted to only the dispatch area if just an entry person.

A user may be able to lookup information such as an inventory item, but based on access rights, they may not be able to add new items or edit the inventory item information in the master files.

We use the menu structure of the system to allocate the user access rights. Each menu item generates a corresponding user access rights item list. The access rights item has a name which corresponds to the main menu item and the submenu item. Example: Document Entry - Customer Invoices corresponds to Document Entry on the main menu, and then Customer Invoices as the submenu.

On each menu access item, there are multiple options: Allow Access, Insert, Edit, Delete, Reports, Post, Other 1, Other 2, Other 3, Other 4, and Other 5.

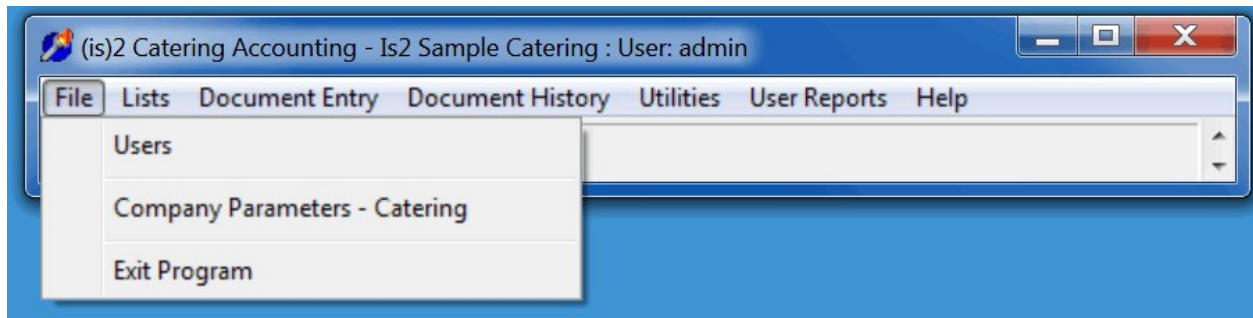
Note: Not all options are used for all areas and not all options have been implemented at this time.

Example 1: If you do not wish the user to be able to access any customer information other than lookups such as within a customer invoice or work order, then you would uncheck the Customers menu item which is named Lists_Customers.

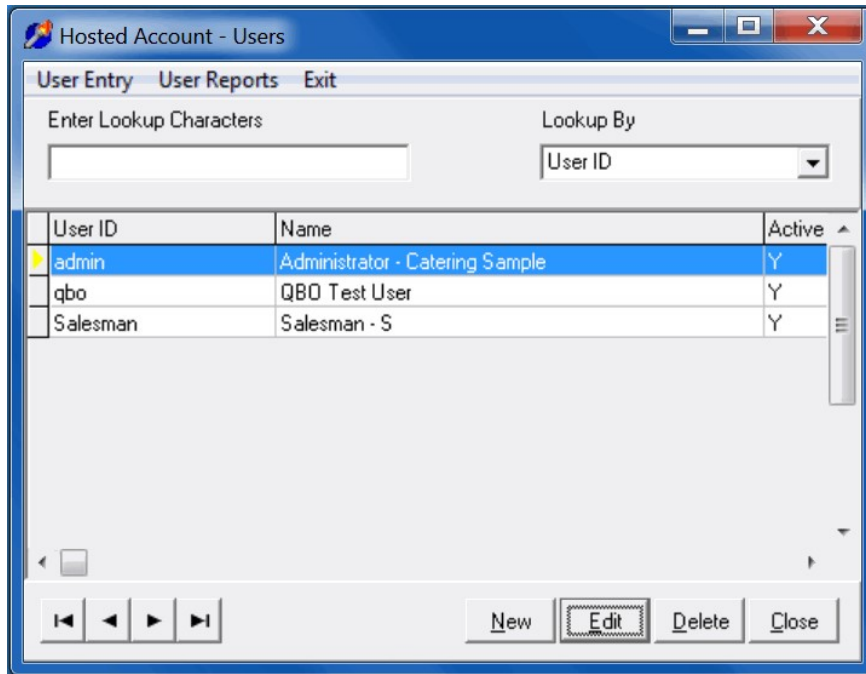
Example 2: If you wanted to grant the user access to enter new customers, edit customers, and delete customers but not print a customer report, you would check the Allow Access but uncheck the Reports checkbox. Checking the Reports checkbox will allow the user to print the report. In the case of the customer reports, when new users are added, the Reports checkbox is defaulted to unchecked.

To add new users to the system and set their menu access rights.

1. Under the File menu, choose Users.



2. On the Users – Browse screen, click on the New button at the bottom right to add a new user.



3. Enter the user id and password to be used to log in. Then, type in their full name along with their email account information if you have that available at this time. If the email information is entered, the users will be able to email quotes, contracts, and customer invoices, etc. directly from the program.

Hosted Account - User Entry

User ID: wlbrittain
 Password: rawhide
 Full Name: Bill Brittain
 Active?

Email Information

Email Address: _____
 Email Account User Id: _____
 Email Account Password: _____
 Email Server: _____
 Email Server Port: _____ Email Authentication? Use TLS? Use Dauth?

User Role Information

User Role: Unassigned
 Relate To Salesman: ...

User Rights Assignments | User Location Restrictions

Menu Item	Allow Access	Insert	Edit	Delete	Reports	Post	View Only	0.1	0.2	0.3	0.4	0.5
▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Generate Menu Items Delete Menu Items Select All De-Select All

Ok Cancel

- Click on the Generate Menu Items button to generate the menu access rights listing for this user. You may uncheck the areas you do not wish the user to be able to access.

Hosted Account - User Entry

User ID: qbo
 Password: qbo
 Full Name: QBO Test User
 Active?

Email Information

Email Address: qbotest@is2software.com
 Email Account User Id: qbotestuser
 Email Account Password: qbotest1234
 Email Server: mail.is2software.com
 Email Server Port: 587 Email Authentication? Use TLS? Use Dauth?

User Role Information

User Role: User - Internal
 Relate To Salesman: ...

User Rights Assignments | User Location Restrictions

Menu Item	Allow Access	Insert	Edit	Delete	Reports	Post	View Only	0.1	0.2	0.3	0.4	0.5
Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_CustomerInvoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_CustomerReceipts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_EventCalendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_EventStatusOverview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_TextMessage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_TimeSheetEntries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File_BackupCentralDatabase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File_ChooseCompany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File_Companies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Generate Menu Items Delete Menu Items Select All De-Select All

Ok Cancel

5. You may change the access rights either now or edit them later.

This example below shows giving the user access to the customer and billing codes (Lists_Inventory) areas. If Allow Access is checked, the option will show up on the Main Menu.

For the Customers, rights have been enabled to allow entry of a new customer and editing of customers but not allowing deletion of customers or reporting of customers. For customer menu options past the Reports option on the menu, use the Other 1, Other 2, Other 3, Other 4, and Other 5 options.

For the Billing Codes (Lists_Inventory), rights have been enabled for entry of new billing codes, editing of codes, deleting of codes, and printing of the billing codes reports. For billing code menu options past the Reports option on the menu, use the Other 1, Other 2, Other 3, Other 4, and Other 5 options.

Menu Item	Allow Access	Insert	Edit	Delete	Reports	Post	View Only	0.1	0.2	0.3	0.4	0.5
Lists_Cities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_Customers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_CustomerTypes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_EventLocations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_EventStaff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_EventTaskItems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_EventTasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_Inventory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_LetterTemplates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists_PhoneTypes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This example below shows giving rights to enter, edit, delete, print reports to the user for the Event Calendar, only enter and edit to Customer Invoices, enter, edit, and reports to Customer Receipts, and no access the Event Status Overview and Text Message areas. For menu options past the Post option on the menu, use the Other 1, Other 2, Other 3, Other 4, and Other 5 options. The options on a menu usually relate to the Other options in numerical order.

User Rights Assignments		User Location Restrictions										
Menu Item	Allow Access	Insert	Edit	Delete	Reports	Post	View Only	0.1	0.2	0.3	0.4	0.5
Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_CustomerInvoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_CustomerReceipts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_EventCalendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_EventStatusOverview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_TextMessage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents_TimeSheetEntries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

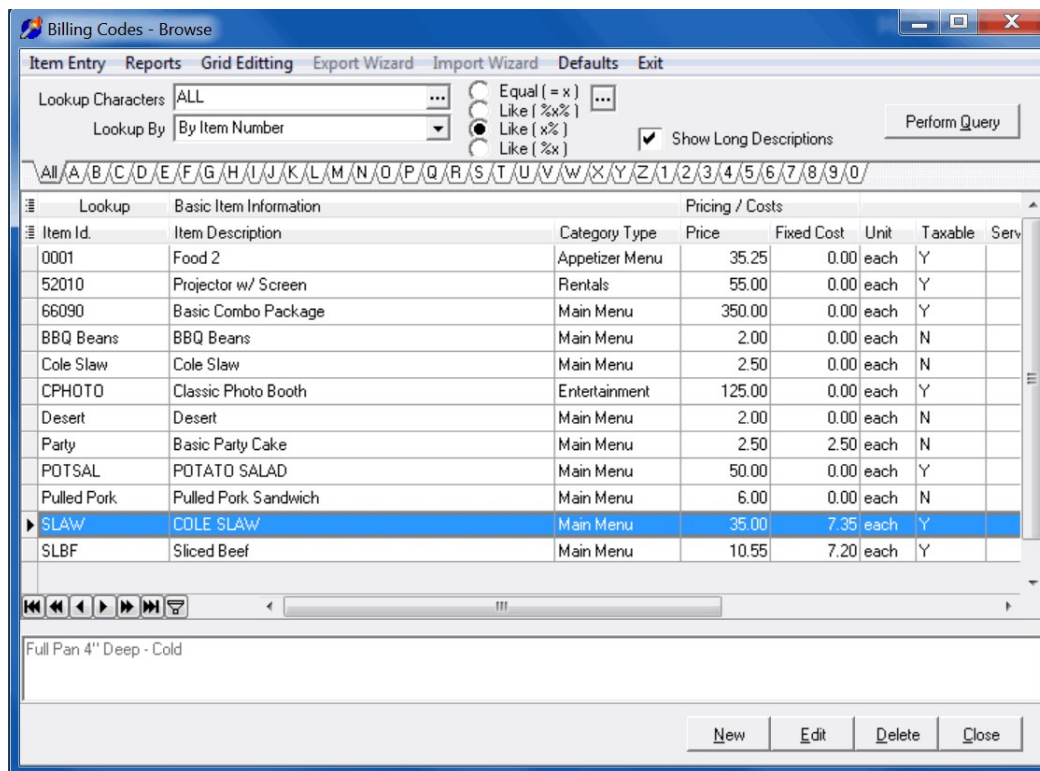
6. Once the areas have been defined, click on the Ok button and save.
7. There is no limit to the number of users that may be added. User information can be edited by choosing the Edit button and users may be deleted by choosing the Delete button.
8. Once the system is up and running and an administrator is assigned, it is best to change the main administrator password from its default value.

Please be sure to record somewhere the new password once it is changed.

Billing Codes – Entering New Billing Codes

Billing codes are used to create items used in creating line items for an event. These line items are shown on quotes, contracts, and invoices.

To enter, edit, or delete billing codes, choose the Billing Codes menu option under Lists.



To enter a new billing code:

1. From the Lists menu, choose Billing Codes
2. In the Billing Codes Browse window, choose the New button at the bottom right.
3. Enter a unique billing item Id for this new item. The item number may be up to 15 characters in length either alpha or numeric. Create a number that is easy for your company to assign and remember. Since the numbers can be looked up by description, the primary use of the unique id. is for internal system processes. If the number has been already used by the system, a caution window will appear explaining that another number should be chosen.
4. Fill in the remainder of the item screen with the appropriate information for this item. For explanations about the inventory/billing item screen refer to the item data section.
5. When you have completed your entries, choose the Ok button to save the information.
6. Choose the Cancel button if you wish to cancel the item entry.

The Billing Code Entry Screen

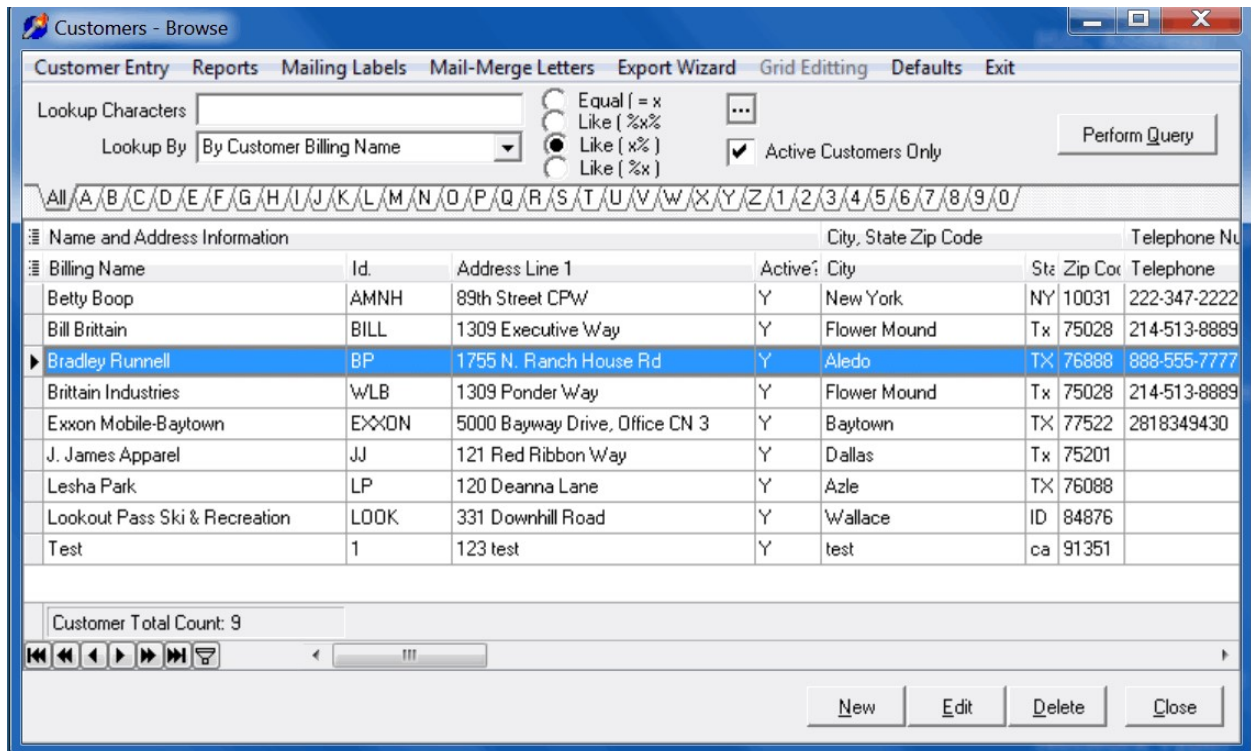
Inventory/Billing Item Data

- **Billing Item Id:** Each billing item has a unique billing item number up to 15 characters in length, alpha/numeric.
- **Short Description:** The item description that will appear on event and billing documents.
- **Long Description:** The item description that will appear on event contract documents.
- **Category Type Classification:** The sales category for the item. Categories are used for review of event revenue and costs. Types are M
- **Quantity on Hand:** The quantity of the item currently on hand, if applicable.
- **Taxable:** Is this item taxable, Yes or No.
- **Stocked Item:** Is this item regularly stocked by your company. Stocked items are reduced from the inventory when invoicing occurs to maintain the correct quantity on hand.
- **Service Charge Item:** Use item price in calculating the service charge amount.
- **Pay Commission:** Use item price in calculating the commission paid for the event.
- **Average Cost:** The average calculated cost of this item when receiving inventory. This is calculated by taking inventory that is received and multiplying by the cost when receiving plus the current quantity on hand times the then current average cost and then dividing by the resulting quantity on hand.
- **Fixed Cost:** A company designated fixed cost for this item. This cost is not calculated.
- **Unit of Measure:** Typical sales unit for this part. Example 'Each', 'Dozen', 'Foot', etc.
- **Retail Price:** The price to be used when billing the item on quotes or invoices. Can be calculated using the retail price multiplier or specified without a multiplier.
- **Sales Account:** The general ledger account for sales revenue generated by this item.

Customers – Entering A New Customer

Customers are entered to provide basic billing information for the event entry and tracking the history of customer invoices and customer receipts. Customer notes may be recorded here to help with sales call tracking.

To enter, edit, or delete customers, choose the Customers menu option under Lists.



To enter a new customer:

1. From the Lists menu, choose Customers
2. In the Customers Browse window, choose the New button at the bottom right.
3. Enter a unique billing Id for this new customer. The customer number may be up to 8 characters in length either alpha and/or numeric. Create a number that is easy for your company to assign and remember. Since the numbers can be looked up by description, the primary use of the unique id. is for internal system processes. If the number has been already used by the system, a caution window will appear explaining that another number should be chosen.
4. Fill in the remainder of the item screen with the appropriate information for this item. For explanations about the inventory/billing item screen refer to the item data section.
5. When you have completed your entries, choose the Ok button to save the information.
6. Choose the Cancel button if you wish to cancel the customer entry.

The Customer Entry Screen

Customer Data

Customer Id	Each customer has an unique billing id number up to 8 characters in length, alpha/numeric.
Name	The billing name for the customer.
Address, City, State, Zip	The billing address including the city, state, and zip code
Alphabetize By	For the alphabetical listing and lookups, set the alpha name for the customer.
Contact	Billing contact person for the customer.
Telephone 1, 2, and 3	Multiple telephone number for customer. Example Work, Home, Cell Phone, etc.
Email Address	Email address for correspondence to customer. For quotes, contracts, and billing.
Terms	Billing terms for use on events and customer invoices.
Sales Tax Code	Tax jurisdiction for this customer.
Tax Id Number	If customer is exempt, enter their tax id number.
Referred By	Who helped in referring this customer to your sales staff
Customer Type	Lookup for the customer type. Customer types can be entered as needed.
Map Grid / Area	Used for mapping of the customer for dispatch.
Locations Tab	Enter all the locations for catering deliveries or events for this customer.
Notes Tab	Enter pertinent notes that you want to keep about the customers over the years.
Letters Tab	Enter letters you want to send to the customer.
Document Images	Scan in customer documents in tif format from a Twain protocol scanner. Stored in database.
Customer Invoices	Listing of entered customer invoices.
Customer Receipts	Listing of entered customer receipts.
Customer Events	Listing of entered catering orders or customer events.

Using the Event Calendar - Grid View and Calendar View

The Event Calendar browse screen is the entry point for entering new events, editing existing events, and deleting unneeded events. It is also the primary area in which to view and report on the event entries.

To enter a new event, click on the **New** button at the bottom right of the screen.

To edit an existing event, click on the **Edit** button at the bottom right of the screen.

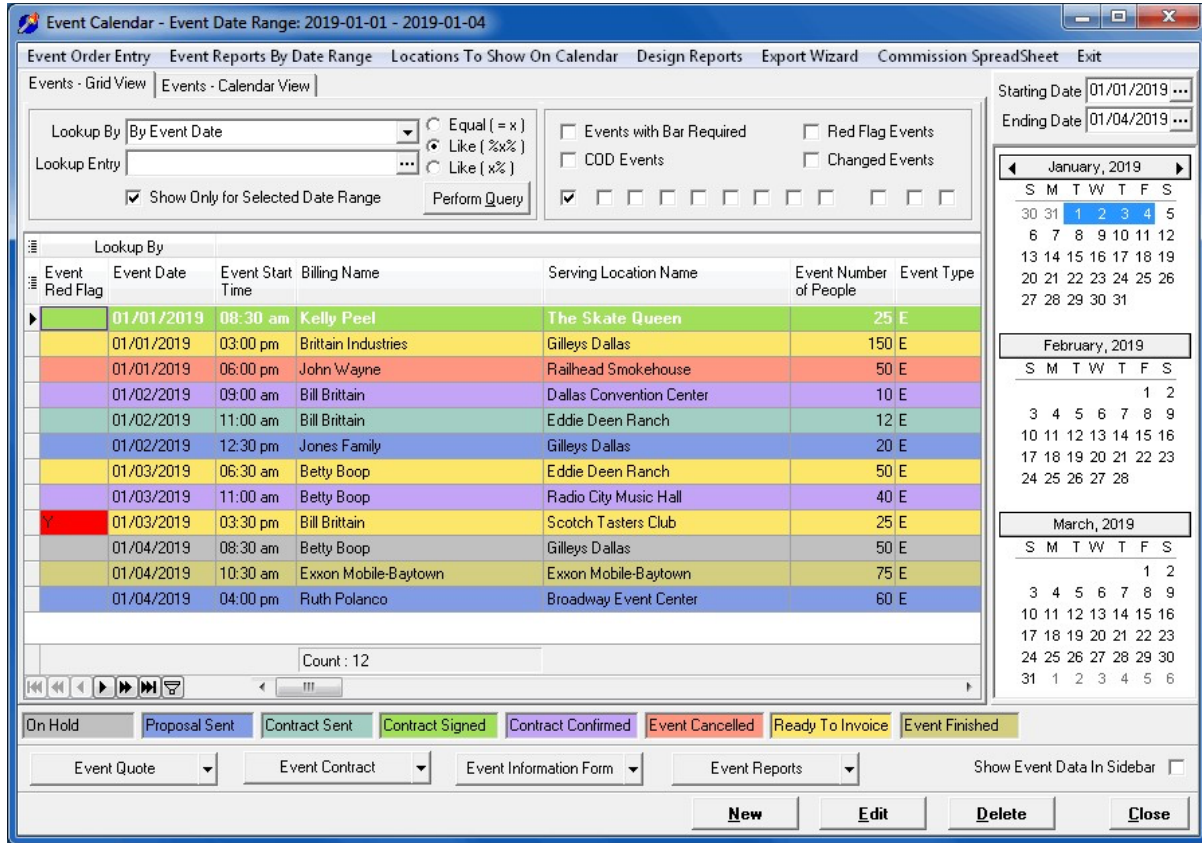


If you are unable to access the entry or report buttons, then you have not been given user access rights for these options. User Access Rights are assigned to each individual user under File ~ Users.

Events entries are viewed either in the grid view or the calendar view.

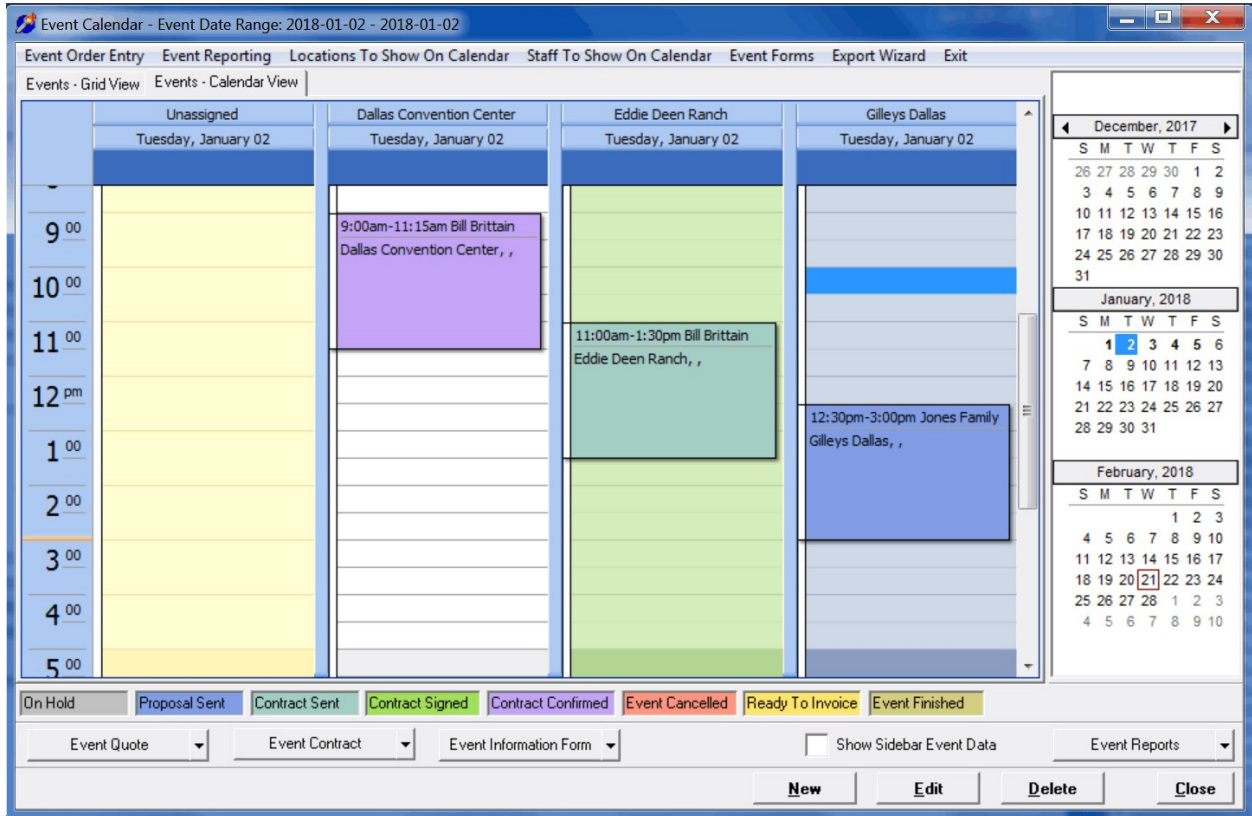
The event grid view presents the event entries in a columnar, spreadsheet like fashion. You can sort the events by event date, event billing name, event job number, last event update date, event location name, and by event location address. Information shown on the grid are the event date, event time, billing name, location name, number of people, event order type, event order status, salesman id, occasion description, event order total, terms, event job number, last update date and time and user, red flag tag, red flag description and more. The screen shows only a portion of these fields upon initialization but can be expanded to show and scroll more fields.

Event Calendar – In Grid View

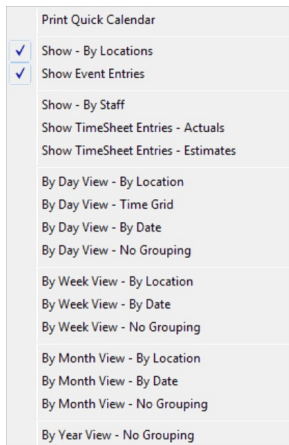


The event calendar view presents an alternative calendar style view of the events entered. You may view events by day, by week, by month, and by year.

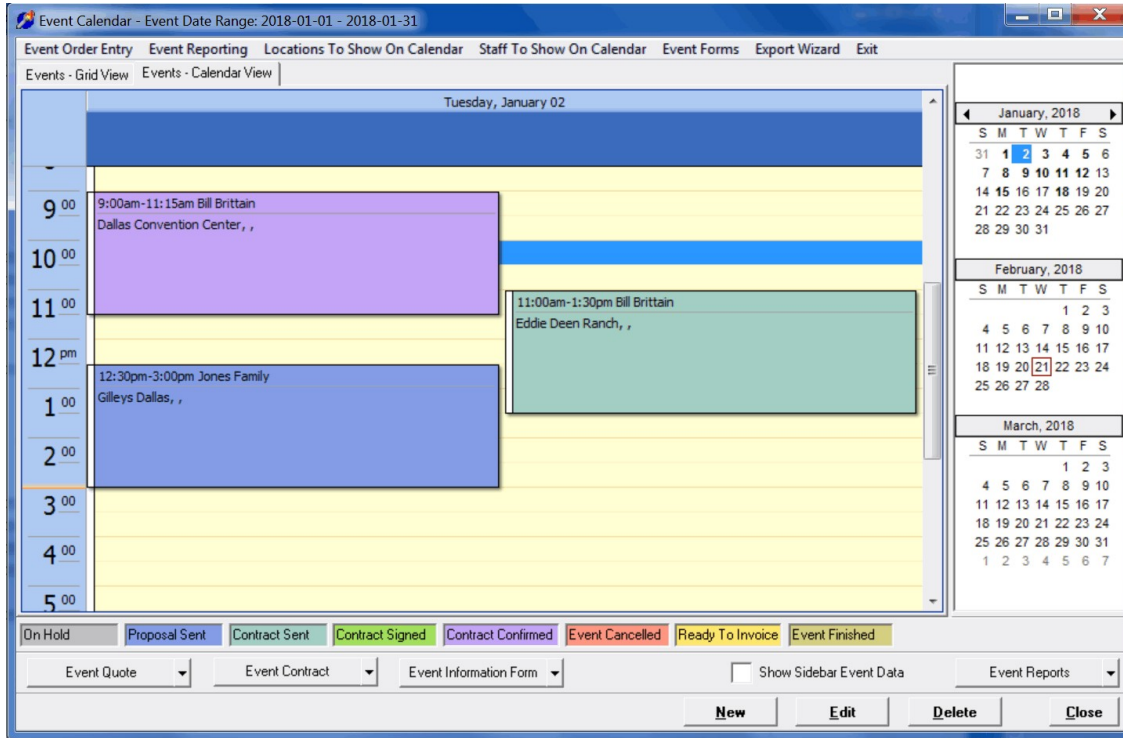
Event Calendar - Calendar View - By Day – By Location



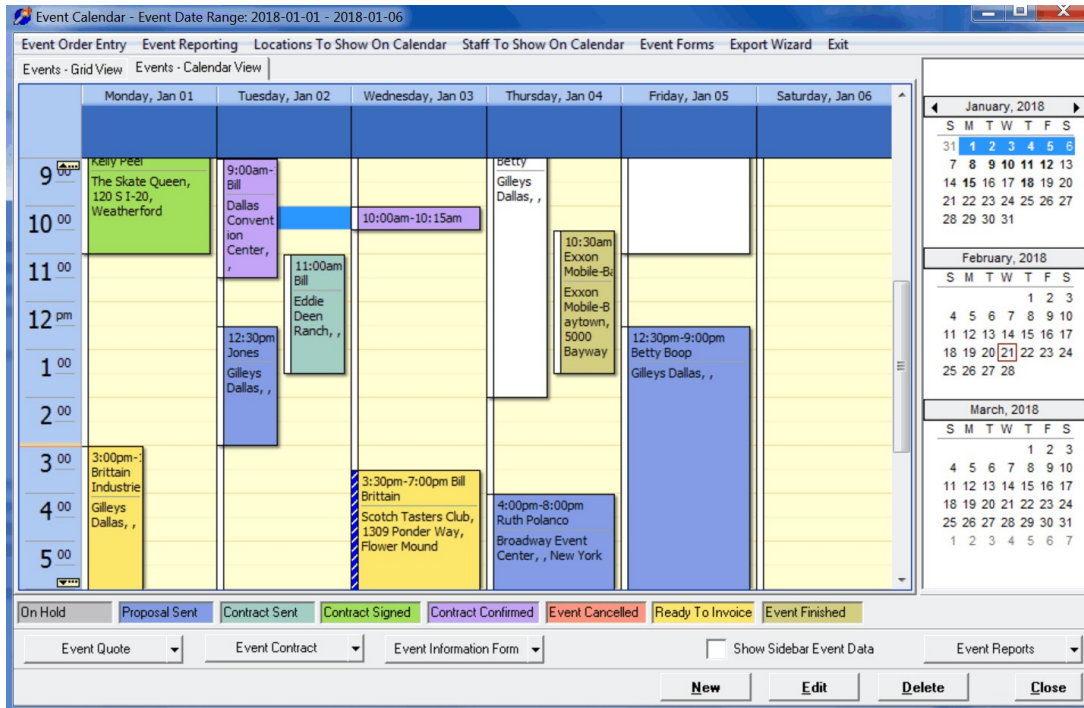
The day view shows the calendar by the date selected and by event location. The locations can be removed from this view by right-clicking on the calendar and clicking on the Show – By Locations to uncheck this option.



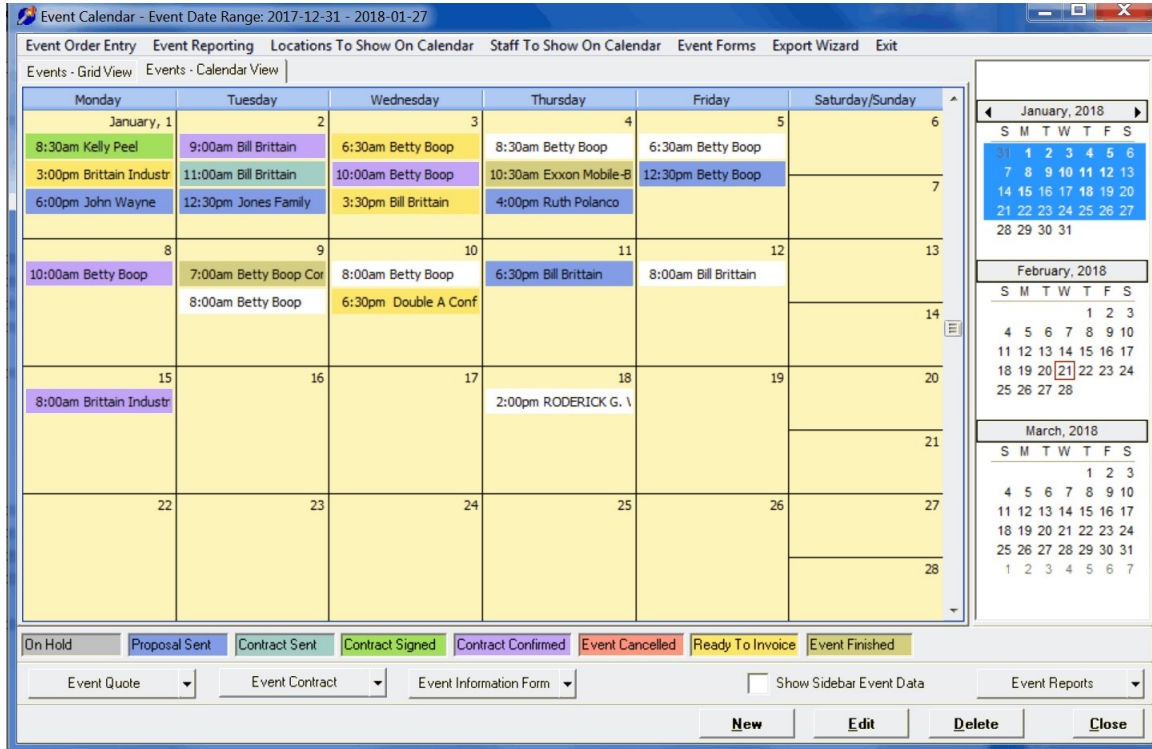
Event Calendar - Calendar View - By Day



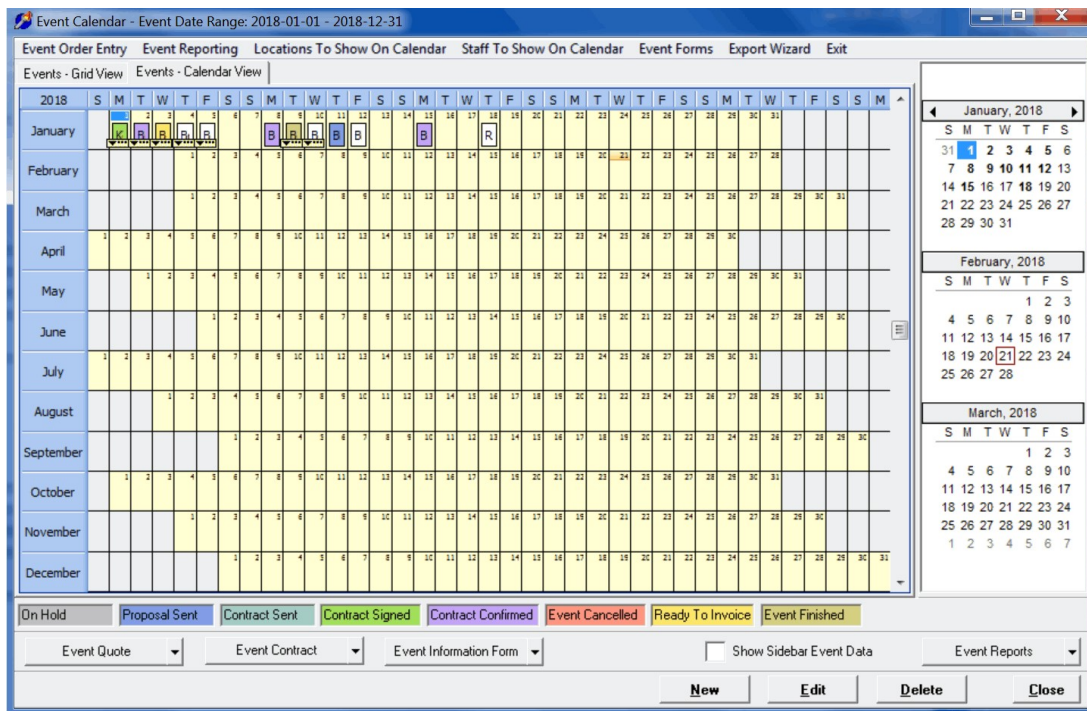
Events - Calendar View - By Week



Events - Calendar View - By Month



Events - Calendar View - By Year



The different views within the calendar are accessed by right-clicking on the calendar and then choosing the view you wish.

Print Quick Calendar	
<input checked="" type="checkbox"/>	Show - By Locations
<input checked="" type="checkbox"/>	Show Event Entries
	Show - By Staff
	Show TimeSheet Entries - Actuals
	Show TimeSheet Entries - Estimates
	By Day View - By Location
	By Day View - Time Grid
	By Day View - By Date
	By Day View - No Grouping
	By Week View - By Location
	By Week View - By Date
	By Week View - No Grouping
	By Month View - By Location
	By Month View - By Date
	By Month View - No Grouping
	By Year View - No Grouping

Entering a New Event

You may enter a new event by clicking on the New button at the bottom right hand side of the Events browse screen. This will take you to the event entry screen.

Entering an event is usually covered by the following operations.

1. Enter the basic event information such as the company you will be billing for the event, the event location - either in your building or the location name and address, the event date and time, how many people will be served, the salesman for the event, and what type of event will it be.

Specific notes can be recorded in the notes area.

The customer billing id does not have to be filled in at this time. It is only required when you create the event invoice from this screen. But it is advisable to enter customers in the customer area or from the customer lookup if you feel your customer will be a repeat customer.

2. Enter the customer billing information to establish the customer billing information. For the event, choose the proper sales tax code in the Billing Setup tab so that the sales tax will be calculated correctly. If your sales tax code does not change, it may be entered in the company parameters area. Then the sales tax code will be retrieved each time a new event is created. A customer may also be specified with the sales tax code to used along with the customer billing information.

Enter the billing terms for the event. Terms are usually loaded into the terms table to be used continuously. A customer purchase order can be recorded in the billing setup area.

If the customer is tax exempt, enter their Tax Exempt Id. Number so that no sales tax will be calculated.

3. Enter the billing items for the event in the Line Items area. These items will comprise the event quote and billing that will be used for calculating the quoted price for the event. Service charges can be calculated based on line items and the specified percentage. Delivery charges can be allowed or not allowed. A deposit amount for the event can be required and calculated. Sales taxes are calculated based on which lines are taxable or not taxable and on the sales tax code and its percentage that was chosen for the event. A cancellation fee used on the contract can be entered that can be shown on the price quote and contract.

Customer Event Entry Event Number: 10456

Bill To: WLB
 Bill Brittain
 1309 Ponder Way
 Flower Mound, Tx 75028
 Brad Brittain
 214-513-8889
 billbrittain@industryspecific.com

Event Location: GD
 Gilleys Dallas

Line	Item	Item Description	Quantity	Retail Price	Discount Price	Extended Price	Tax
1	POTATO SALAD	POTATO SALAD	150.00	50.00	50.00	7500.00	Y
2	SLAW	COLE SLAW	150.00	50.00	50.00	7500.00	Y
3	SLBF	Sliced Beef	150.00	10.55	10.55	1582.50	Y

Summary:

- Subtotal: 16582.50
- Service Charge (18%): 2984.85
- Delivery Charge: 0.00
- Sales Tax: 1614.31
- Billing Total: 21181.66
- Deposit Required: 10590.83

Other fields: Sales Tax Rate: 8.25, Calculated Tax: 1614.31, Taxable: 19567.35, Exempt: 0.00, Cancellation Fee: 0.00

A new line item is entered by clicking on the New Line Item button at the bottom left of the screen. The line item entry screen will appear. Choose the needed item from your item lookup using the three-dot item lookup button.

The item lookup screen will appear. Choose the item wanted and click on the Ok button. If needed, add a new billing code from the item lookup screen.

Item Id.	Description	Unit	Price	Category
0001	Food	each	0.00	Main Menu
BBQ Beans	BBQ Beans	each	2.00	Main Menu
Cole Slaw	Cole Slaw	each	2.50	Main Menu
DeliveryCharge	Delivery Charge - Item for QBO	each	0.00	Main Menu
Desert	Desert	each	2.00	Main Menu
Party	Basic Party Cake	each	2.50	Main Menu
POTSAL	POTATO SALAD	each	50.00	Main Menu
Pulled Pork	Pulled Pork Sandwich	each	6.00	Main Menu
ServiceCharge	Service Charge - Item for QBO	each	0.00	Main Menu
SLAW	COLE SLAW	each	35.00	Main Menu

The information from the billing codes will populate the line item entry screen. You may make changes the information if needed.

Event Entry - Billing Line Item

Event Number: 10433 Entry Line Number: 3

Bill To: AMNH Betty Boop

Item Pricing | Item Costs | Item Id Substitution

Item Information

Item: Pulled Pork Pulled Pork Sandwich

Category: Main Menu G.L. Sales Account: 4100

Taxable: No Station: Main Table

Service Charges: No

Unit: each Display Line: 3

Quantity	Regular Price	Discount	Discounted Price	Extended Price
42.00	6.00	0.000 %	6.00	252.00

Pulled Pork Sandwiches with potato chips, cole slaw, and barbecue sauces.

Ok Cancel

If the billing code memo description is used and needs changing, either type in the information on screen or double-click on the memo area to show the Billing Item Memo dialog screen. You may cut and paste the information within this memo dialog.

Billing Item Memo Dialog

Pulled Pork Sandwiches with potato chips, cole slaw, and barbecue sauces.

OK Cancel

If you have entries that are not common, set up a billing code that can be used over and over for whatever entry you wish - a user defined entry at the point of the event entry. An example of this is shown below, using the asterisk as the billing code. Often people use this billing code to add memo lines to the line items.

Change the description, category, pricing, etc. to whatever you want the entry to be. Think of this type of billing code as an All-Purpose type of code.

The screenshot shows the 'Event Entry - Billing Line Item' dialog box. At the top, there are fields for 'Job Number' (10396) and 'Line' (3). Below that, 'Bill To' is set to 'WLB' and 'Bill Britain'. The dialog has two tabs: 'Item Pricing' (selected) and 'Item Costs'. Under 'Item Information', the 'Item' field contains '**** Miscellaneous Entry ****', 'Category' is 'Main Menu', 'G.L. Sales Account' is '4100', 'Taxable' is 'Yes', 'Service Charges' is 'Yes', 'Unit' is 'each', and 'Station' is empty. The 'Display Line' is set to '3'. The 'Item Pricing' section shows a table with columns: Quantity (0.00), Regular Price (0.00), Discount (0.000 %), Discounted Price (0.00), and Extended Price (0.00). At the bottom, there are 'Ok' and 'Cancel' buttons.

When you have finished with your line item entry, click on the Ok button. The information will be saved and the event pricing totals will be calculated.

Repeat entering all the services and menu items needed for the event. When your entries are completed, you must save the entered information.

Save your event information by clicking on the Ok button on the Event Entry screen. If you cancel by mistake a dialog will warn you that you are cancelling. If you cancel, no event information entered will be saved.

Other Screens in Event Entry

Review Screen

Customer Event Entry Event Number: 10433

Bill To: AMNH

Betty Boop

89th Street CPW

New York ... NY ... 10031

2123475219 9177655321

bettyboop@amnh.org

Event Location:

Radio City Music Hall

...

...

...

Basic | Billing Setup | Line Items | Review | Notes | Kitchen | Staff | Schedule | Billings/Receipts | Document Scanning | Log

	Quoted Prices	Quoted Costs	Cut Sheet Costs
Main Menu	589.70	128.50	0.00
Appetizer Menu	0.00	0.00	0.00
Bar Menu	0.00	0.00	0.00
Facility	0.00	0.00	0.00
Entertainment	0.00	0.00	0.00
Security	0.00	0.00	0.00
Parking	0.00	0.00	0.00
Transportation	0.00	0.00	0.00
Staffing	0.00	0.00	0.00
Rentals	0.00	0.00	0.00
Other	0.00	0.00	0.00
Totals	589.70	128.50	0.00
Profit/Loss		461.20	0.00

Event Totals

Event Total 617.56

Paid To Date 0.00

Balance Due 617.56

Billed To Date - For Event

Billed To Date 0.00

Paid To Date 0.00

Remaining Due 0.00

Re-Calculate To Date Totals

Copy From Prior Event Ok Cancel

Notes Screen

Customer Event Entry

Event Number: 10433

Customer Event Entry

Bill To: AMNH
Betty Boop
89th Street CPW
New York ... NY ... 10031
2123475219 9177655321
bettyboop@amnh.org

Event Location:
Radio City Music Hall

Basic | Billing Setup | Line Items | Review | **Notes** | Kitchen | Staff | Schedule | Billings/Receipts | Document Scanning | Log

You can put any notes you want to maintain about the event here. Double-Click the editor area to bring up a full-screen editor.

Copy From Prior Event Ok Cancel

Staff Screen

Customer Event Entry Event Number: 10433

Bill To: AMNH ...
 Betty Boop
 89th Street CPW
 New York ... NY ... 10031
 2123475219 9177655321
 bettyboop@amnh.org

Event Location: DCC ...
 Dallas Convention Center

Basic | Billing Setup | Line Items | Review | Notes | Kitchen | Staff | Schedule | Billings/Receipts | Document Scanning | Log

Event Menu: Texas Style Barbecue Lunch
 Event Time: 10:00 am Number Of People: 40 Children: 0
 Crew Members: Miranda and Bill
 Number of Crew: 2 Staff Attire: Casual but nice
 Staff Arrive By: 08:30 am Leave By: 11:15 am Truck: Van # 234
 Kitchen Notes:

Copy From Prior Event Ok Cancel

Kitchen Screen

In the Kitchen tab, you add cut sheet items individually or add many items at one time with the Task Set lookup. These item represent the meal production and service item needed to produce the event.

Customer Event Entry Event Number: 10433

Bill To: AMNH ...
 Betty Boop
 89th Street CPW
 New York ... NY ... 10031
 2123475219 9177655321
 bettyboop@amnh.org

Event Location: DCC ...
 Dallas Convention Center

Basic | Billing Setup | Line Items | Review | Notes | Kitchen | Staff | Schedule | Billings/Receipts | Document Scanning | Log

Add New Tasks From Task Sets: TexBBQ ... Texas Barbecue

Completion Status	WorkGroup	Item	Description	Station	Quantity	Cost
Assigned - Not Started	Catering	BBQBeef	Barbecue Beef	A	20.00	4.50
Assigned - Not Started	Catering	BBQChicken	Barbecue Chicken	A	0.00	3.50
Assigned - Not Started	Catering	MashPotatoes	Mash Potatoes	B	0.00	0.50
Assigned - Not Started	Catering	RSBeans	Ranch Style Beans	B	0.00	0.25

Task Count : 6

Make sure each person's plate has at least three slices of beef possible.

Print Cut Report - By Work Group Assigned

Copy From Prior Event

New Cut-Sheet Item
 Edit Cut-Sheet Item
 Delete Cut-Sheet Item

Ok Cancel

Each line item in the Kitchen area is a task item to be performed or used in meal creation. Enter here the quantity, cost, unit of measure, cost category, meal station location, and work grouped assigned to complete this task.

Event Entry - Kitchen Cut Sheet Line Item

Event Number: 10433 Line: 1

Bill To: AMNH Betty Boop

Location: Radio City Music Hall

Item / Task Information

Task Item: BBQBeef Display Line: 1

Description: Barbecue Beef

Category: Main Menu

Quantity: 20.00

Cost: 4.50

Unit: lb.

Extended Cost: 90.00

Station: A

Work Group Responsible

Assigned To: Catering Status: Assigned - Not Started

Make sure each person's plate has at least three slices of beef possible.

Ok Cancel

Kitchen Cut Sheet Report

From the event kitchen area, you can print the cut sheet report for the event.

Print Preview

100% 1 Close

Is2 Sample Catering

Cut Sheet Report

Date: 02/22/2018
Time: 12:45 PM
Page: 1

Event Date	Event Time	Event Billing Name	Event Location Name	Number Of People	Type	Status	Event
01/03/2018	10:00 am	Betty Boop	Radio City Music Hall	40	E	EC	10433
	Assigned To	Station	Description	Quantity	Cost	Task Id.	Status
			Mash Potatoes	lb.	0.50	MashPotatoes	Assigned
			Dinner Rolls	dz.	0.65	Rolls	Assigned
Catering	A		Barbecue Beef	20.00 lb.	4.50	BBQBeef	Assigned
			<small>Make sure each person's plate has at least three slices of beef possible.</small>				
Catering	A		Barbecue Chicken	lb.	3.50	BBQChicken	Assigned
Catering	B		Mash Potatoes	lb.	0.50	MashPotatoes	Assigned
Catering	B		Ranch Style Beans	lb.	0.25	RSBeans	Assigned

Count: 1

Page 1 of 1

Staff Schedule Screen

Enter the hours needs for each employee at the event. Add one at a time or with the Select Staff button. Times may be edited after adding to the schedule. A staff schedule report can be printed.

Customer Event Entry

Event Number: 10433

Bill To: AMNH ...
 Betty Boop
 89th Street CPW
 New York ... NY ... 10031
 2123475219 9177655321
 bettyboop@amnh.org

Event Location: DCC ...
 Dallas Convention Center

Basic | Billing Setup | Line Items | Review | Notes | Kitchen | Staff | Schedule | Billings/Receipts | Document Scanning | Log

Event Staff Schedule							
Staff Id	Staff Name	Date	Start Time	End Time	Hours	Minutes	Job Assignment
wLB	William L Brittain	1/3/2018	08:45 am	12:00 pm	3	15	
MPB	Miranda P Brittain	1/3/2018	09:15 am	12:00 pm	2	45	

Staff Count : 2

Select Staff For This Event | Print Staff Schedule | New Time | Edit Time | Delete Time

Copy From Prior Event | Ok | Cancel

Select staff all at once with the calculated hours with calculated arrive times and leave times. DoubleClick on a staff member to add to the calendar schedule.

Event Entry - Timesheet - Quick Add

Show Active Staff Only Time Minus Before Event Starts 1 hour 15 m ▾
 Show Timesheet Entry Screen Time To Add After Event Ends 30 minutes ▾

Event Betty Boop
 Start Time 10:00 am ▾ End Time 11:30 am ▾

Calculated Start 08:45 am ▾ Calculated End 12:00 pm ▾

Id	Staff Name	Skills	Active?	Work Group
MPB	Miranda P Brittain		Y	
WLB	William L Brittain	Busboy	Y	

Staff Schedule Report

Print Preview

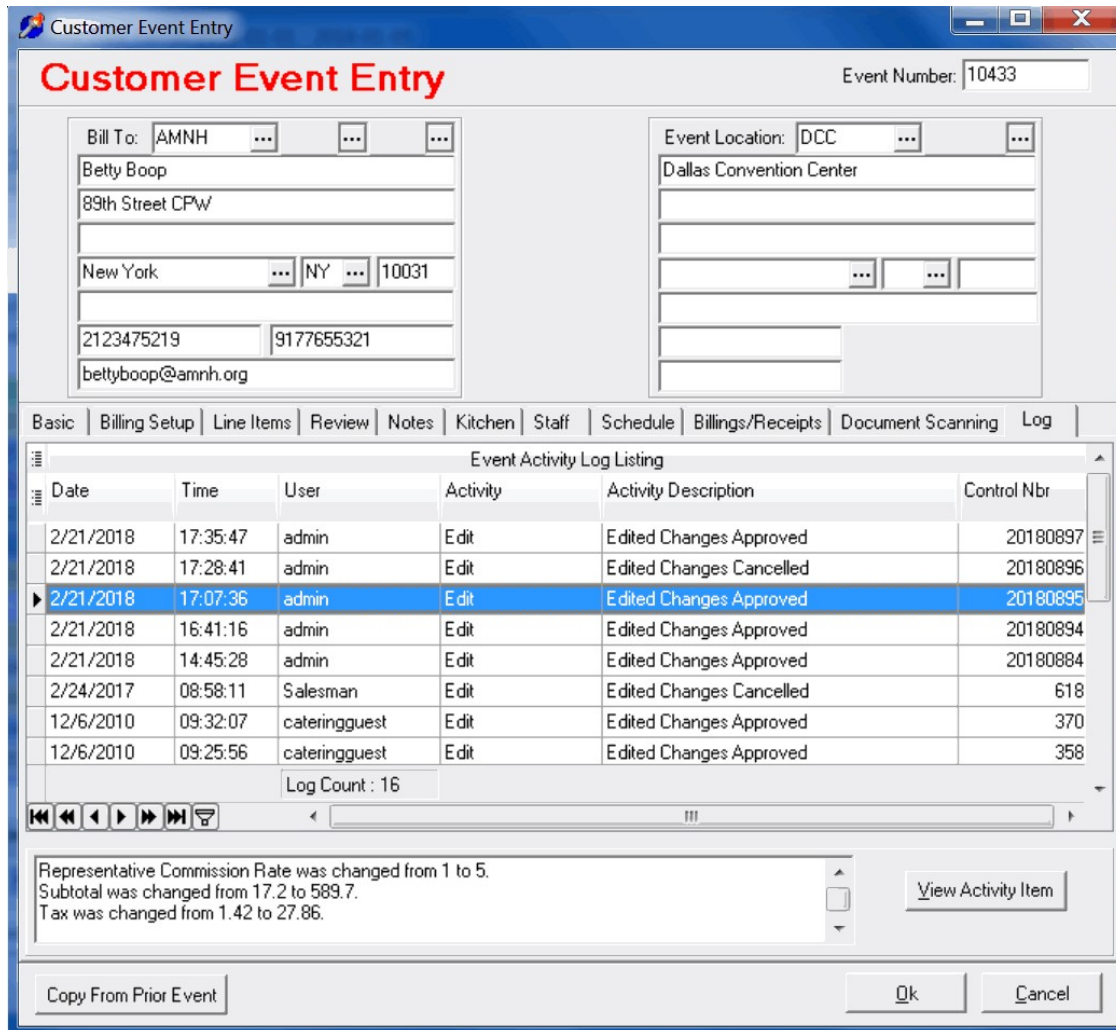
100% Close

Is2 Sample Catering Date: 02/22/2018
 Time Sheet Report - By Event Time: 12:55:17 PM
 Event: 10433 : Betty Boop : Radio City Music Hall Page: 1 of 1

Date	Time In	Time Out	Hrs. Min.	Staff Member Name	Job Assignment	Signature
Event: 10433 Betty Boop						
01/03/2018	08:45 am	12:00 pm	3 15	William L Brittain	WaitStaff	_____
01/03/2018	09:15 am	12:00 pm	2 45	Miranda P Brittain		_____
Event Total Hours		6 Hours	0 Minutes			
Total		6 Hours	0 Minutes			

Page 1 of 1

Log Screen – changes made to the Event



There is a detail screen that can be seen by double-clicking on the logged entry selected or clicking on the View Activity Item button. Changes to the master event record and line items are recorded.

Event Activity Log Item

Event Number	0	
Bill To:	Betty Boop	AMNH
Control Number	20180895	Date 02/21/2018
Activity Number	Edit	Time 5:07:36 PM
Description	Edited Changes Approved	
		User admin

Representative Commission Rate was changed from 1 to 5.
 Subtotal was changed from 17.2 to 589.7.
 Tax was changed from 1.42 to 27.86.
 Total was changed from 18.62 to 617.56.
 ... Item Detail Line 1 - Luncheon - Chicken Salad Sandwich with fruit and pasta salad was edited.
 Item Description was changed from Chicken Salad Sand. w/ fruit and pasta salad to Chicken Salad Sandwich with fruit and pasta salad.
 Item Station was changed from (Blank) to Main Table.
 Item Quantity was changed from 2 to 42.
 Item Regular Price was changed from 3 to 5.5.
 Item Discounted Price was changed from 2.7 to 4.95.
 Item Price Extended was changed from 5.4 to 207.9.
 ... Item Detail Line 2 - Dessert-Cake - Italian Creme Cake was edited.
 Item Station was changed from (Blank) to Desserts.
 Item Quantity was changed from 4 to 44.
 Item Price Extended was changed from 11.8 to 129.8.
 Item Detail Line 3 - Bulted Pork - Bulted Pork Sandwich was added.

Billings / Receipts tab – invoice and receipts assigned to the event.

From the event line items, customer invoices can be created based on the line items of the event and the event customer billing information.

Customer Event Entry Event Number: 10433

Bill To: AMNH
 Betty Boop
 89th Street CPW
 New York NY 10031
 2123475219 9177655321
 bettyboop@amnh.org

Event Location: Radio City Music Hall

Basic | Billing Setup | Line Items | Review | Notes | Kitchen | Staff | Schedule | **Billings/Receipts** | Document Scanning | Log

Invoices - Not Posted Yet | Receipts - Not Posted Yet | Billings/Receipts History

Billing Id	Billing Name	Location Description	Invoice Total	Invoice Number	Invoice Date	Order Number	
AMNH	Betty Boop	Radio City Music Hall	617.56	20141	02/22/2018	10504	0

Enter a new Invoice | Edit Invoice | Delete Invoice | Print/Email Invoice

UnPosted Billings	UnPosted Payments	Posted Billings	Posted Payments	Total Billings	Total Payments	Balance Due
617.56	617.56	0.00	0.00	617.56	617.56	0.00

Copy From Prior Event | Save, But Do Not Close | Ok | Cancel

You can record receipts from this screen for the event.

Customer Event Entry Event Number: 10433

Bill To: AMNH
 Betty Boop
 89th Street CPW
 New York ... NY ... 10031
 2123475219 9177655321
 bettyboop@amnh.org

Event Location:
 Radio City Music Hall

Basic | Billing Setup | Line Items | Review | Notes | Kitchen | Staff | Schedule | Billings/Receipts | Document Scanning | Log

Invoices - Not Posted Yet | Receipts - Not Posted Yet | Billings/Receipts History

Billing Id	Billing Name	Deposit Reference	Deposit Date	Check Amount	Cash Amount	Credit Card Amount	Total Payment	Discount Taken
AMNH	A Betty Boop	R40035	02/22/2018	0.00	0.00	617.56	617.56	

Enter a new Payment
Edit Payment
Delete Payment
Print/Email Payment Receipt

UnPosted Billings	UnPosted Payments	Posted Billings	Posted Payments	Total Billings	Total Payments	Balance Due
617.56	617.56	0.00	0.00	617.56	617.56	0.00

Copy From Prior Event
 Save, But Do Not Close
Ok
Cancel

Document Scanning tab

Documents can be scanned in using a Twain compliant scanner and saved as tif images directly in the event database where they can be accessed by any user working with the event.

Customer Event Entry Event Number: 10433

Bill To: AMNH ...
 Betty Boop
 89th Street CPW
 New York ... NY ... 10031
 2123475219 9177655321
 bettyboop@amnh.org

Event Location: ...
 Radio City Music Hall

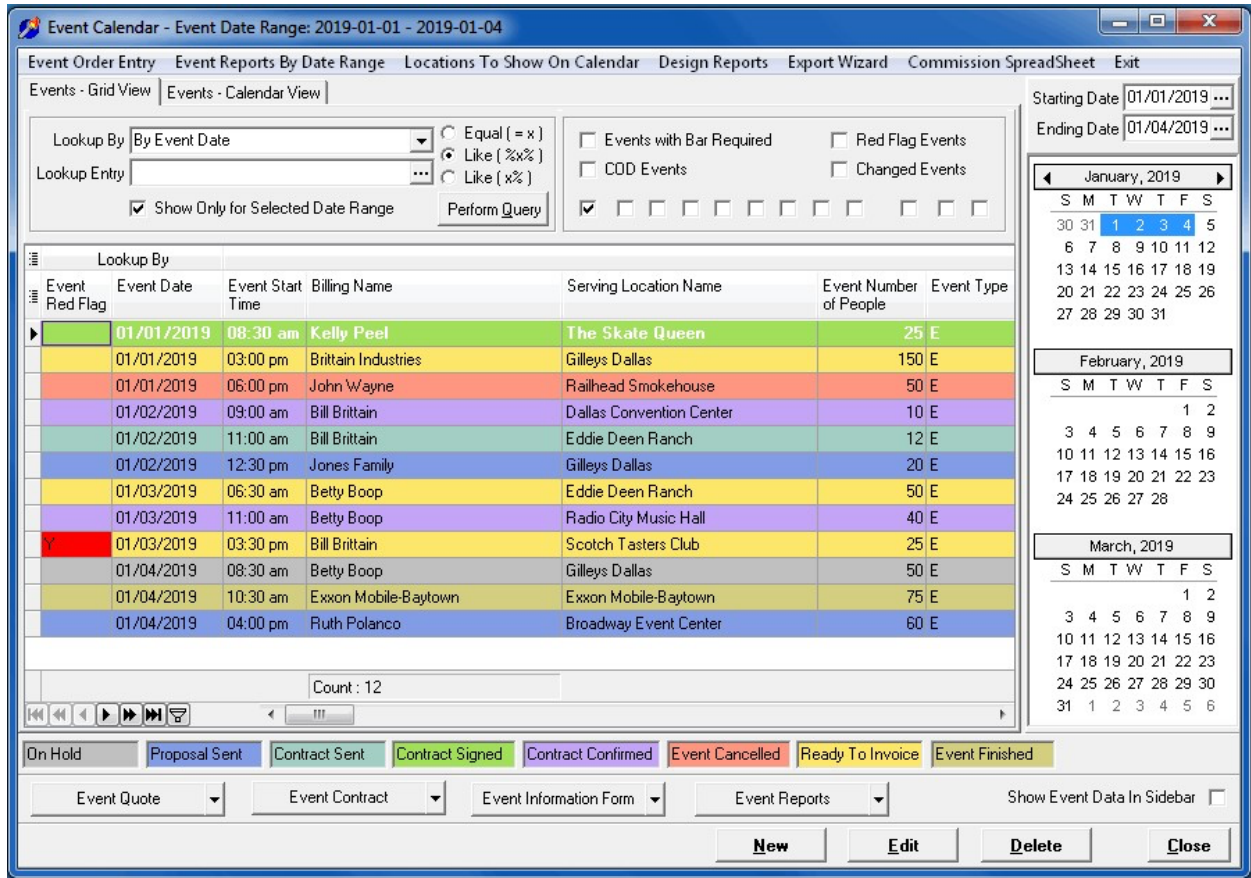
Basic | Billing Setup | Line Items | Review | Notes | Kitchen | Staff | Schedule | Billings/Receipts | **Document Scanning** | Log

Document Scanning Image Listing							
Date	Program Area	Document Id	Document Description	Image Id	Last Edit Date	Last Edit Time	La
<No data to display>							

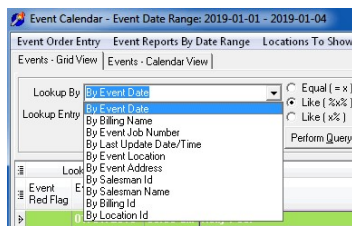
Navigation: [New] [Edit] [Delete]

Footer: [Copy From Prior Event] Save, But Do Not Close [Ok] [Cancel]

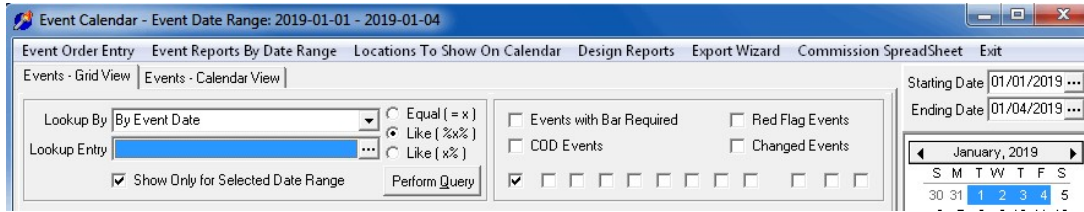
Event Calendar - Grid View



In the grid view, you can locate specific events by the event date, billing name, location name or address, etc. You may also filter the events to show only COD events, only events ready to invoice, only red flag events, only events with bar required, and show events which had a field changed by someone. The lookup by changes the sort order of the selected events. You may use the lookup entry field to search for a specific entry within the selected events.



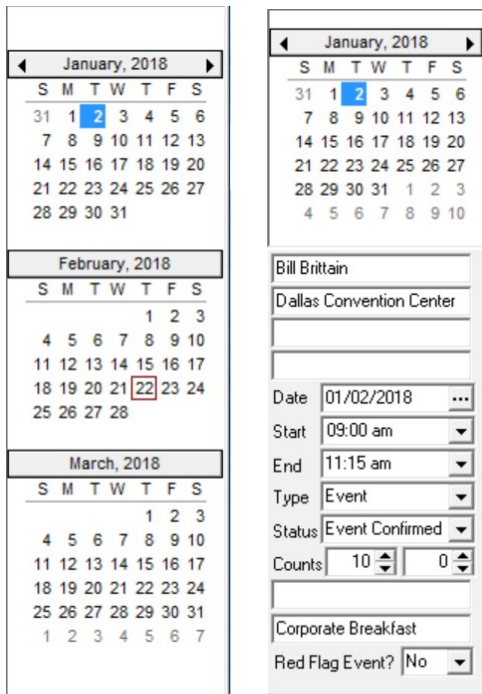
The Show Only for Selected Date Range allows you view only the events for the date range chosen on the calendar navigator.



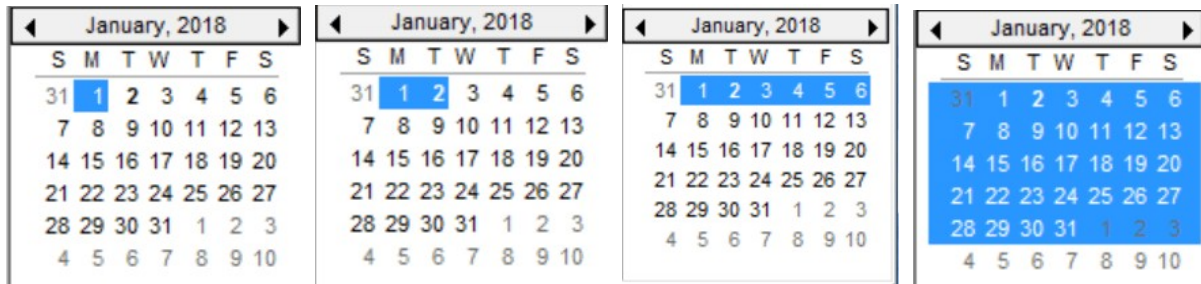
The right-side panel on the calendar browse screen has the calendar navigator and event information shown read-only. It will toggle between just being a calendar navigator and showing the event information by checking or unchecking the Show Sidebar Event Data checkbox at the bottom right of the screen.



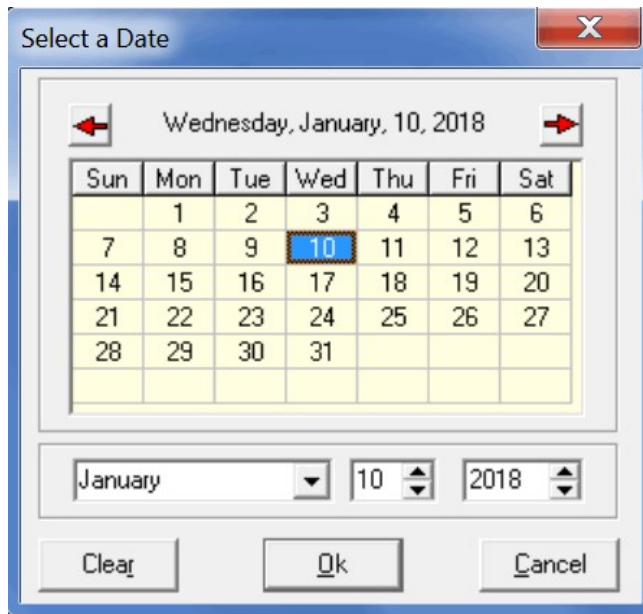
The information includes the billing name, location name, location address, location city, event date, event start time, event ending time, event type, event status, number of people, number of children, salesman, event category description, and whether or not this is a red flag event.



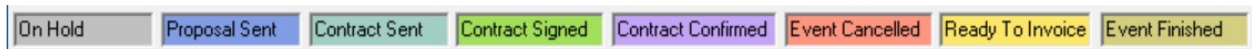
The calendar navigator can be used to select a single date, two days, a week, or an entire month.



If you double-click on the date navigator, a second date lookup selection tool will be presented to choose a specific date. The second navigator allows easy changing of the month, day, and year.



The event status field on the event entry screen determines the color shown onscreen and in reports of the event.

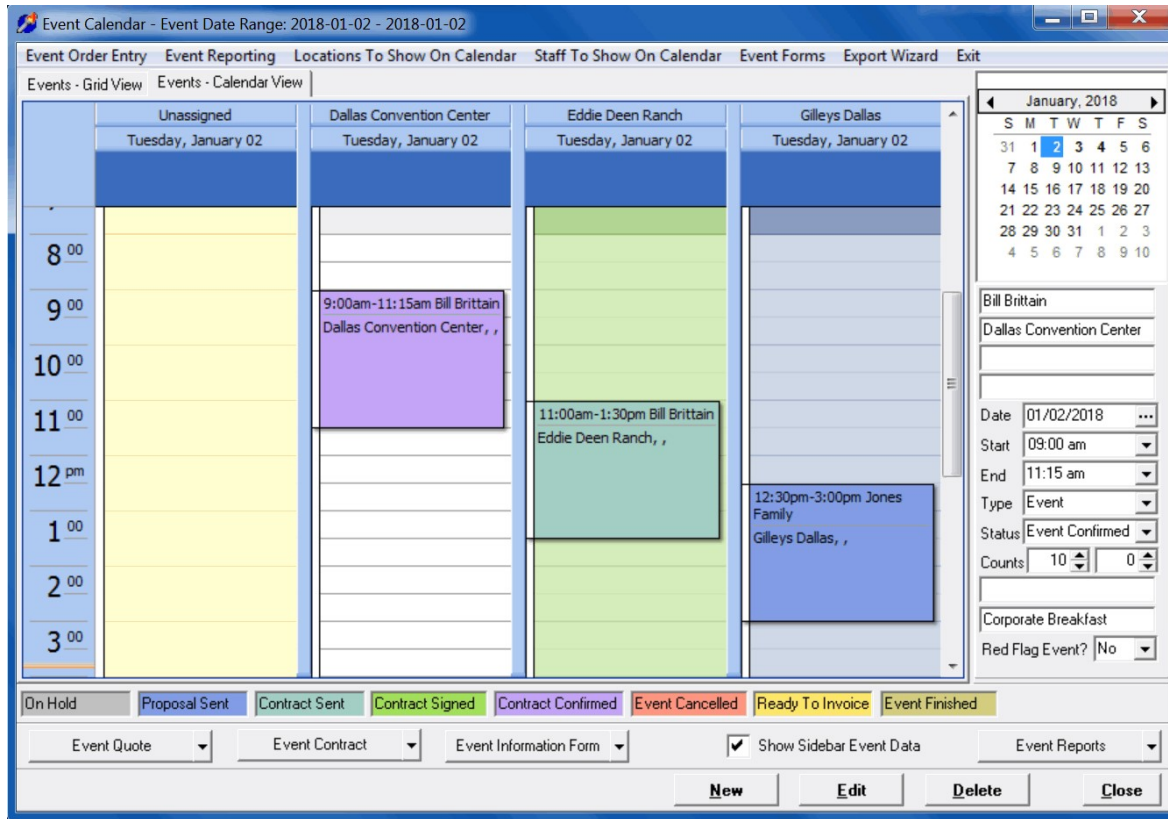


The statuses and their colors are:

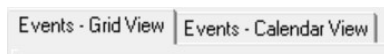
1. On Hold (White)
2. Proposal Sent (Light Blue)
3. Contract Sent (Cyan)
4. Contract Signed (Light Green)
5. Contract Confirmed (Light Purple)
6. Event Cancelled (Light Red)
7. Event Ready To Invoice (Light Tan)
8. Event - All Work Finished (Light Brown)

Event Calendar - Grid View

After selecting your data, you can view the event schedules in a calendar view.



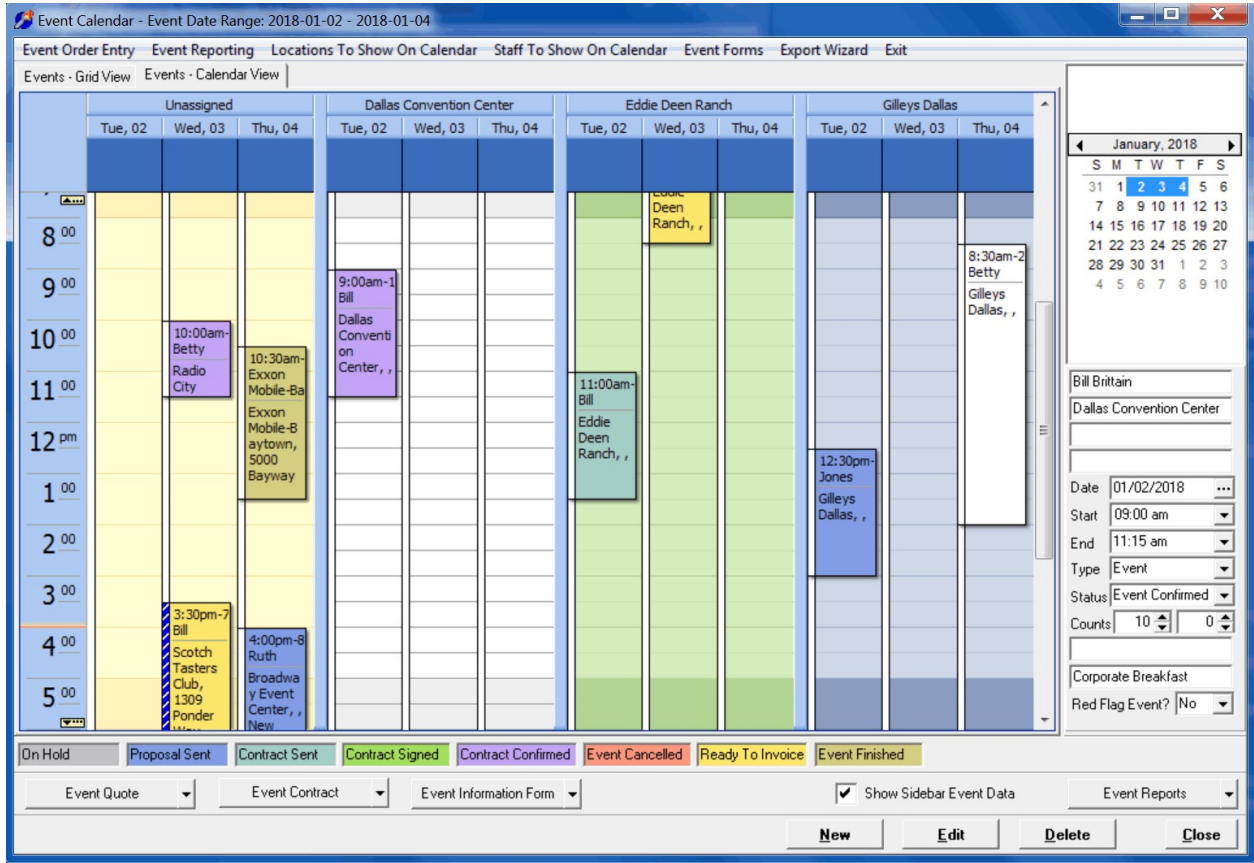
Click on the Calendar View tab to view as a calendar.



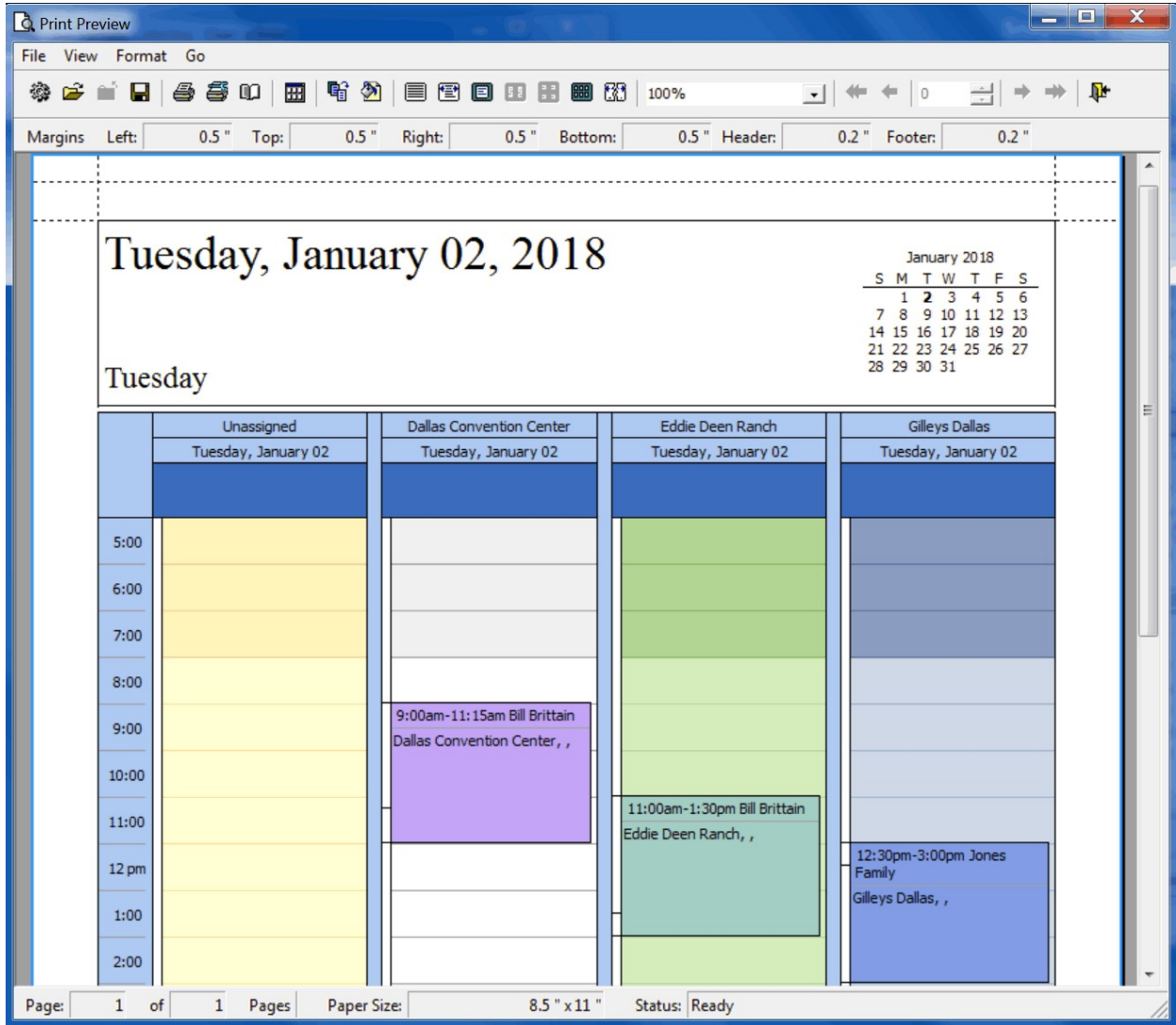
Events may be edited from the calendar view just as in the grid view. Select the event to be modified and either double-click or click on the Edit button to edit the event.

Most of the calendar views benefit from being in a Day View but the calendar view can show multiple days of events. If you have a larger monitor available for dispatch, the calendar can give an excellent view of a week at a time by selecting the day range needed.

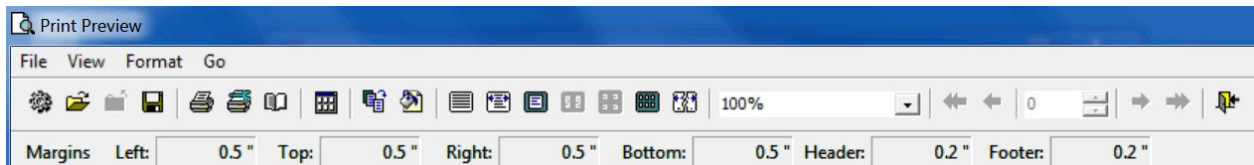
Views can be shown with and without the event locations. Event Locations are designated in the event with the Event Location lookup. Events with location ids will show dispersed per location.



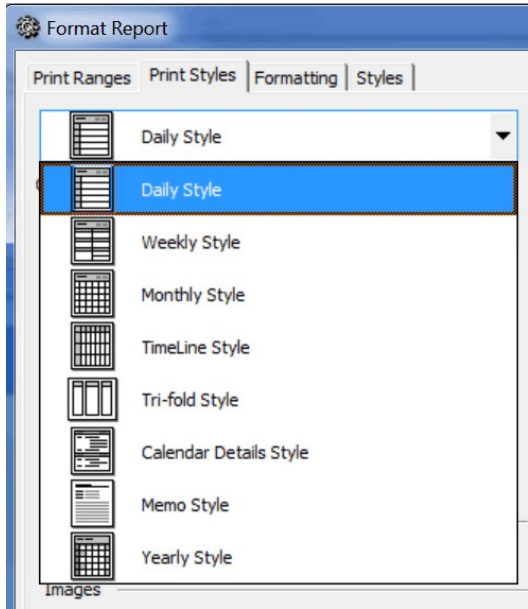
A quick calendar printout can be accessed by right-clicking on the calendar when in the calendar view.



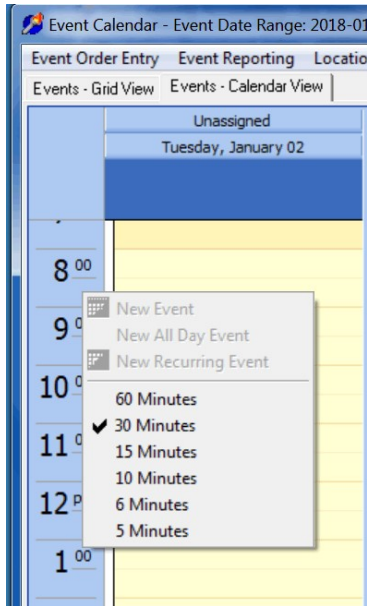
Different calendar printout views can be chosen from the report designer which looks like a rotating cog (far left on the report design change panel).



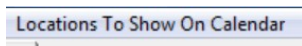
A calendar report may have a daily style, a weekly style, a monthly style, a tri-fold style, a calendar details style, a memo style, or a year style.

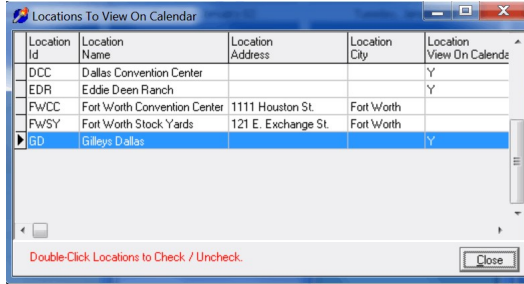


Before you print, you may change the time grid interval on the calendar by right-clicking on the time slots on the left side of the calendar view. Then choose either 60 minutes, 30 minutes, 15 minutes, 10 minutes, 6 minutes, or 5 minute interval as desired.



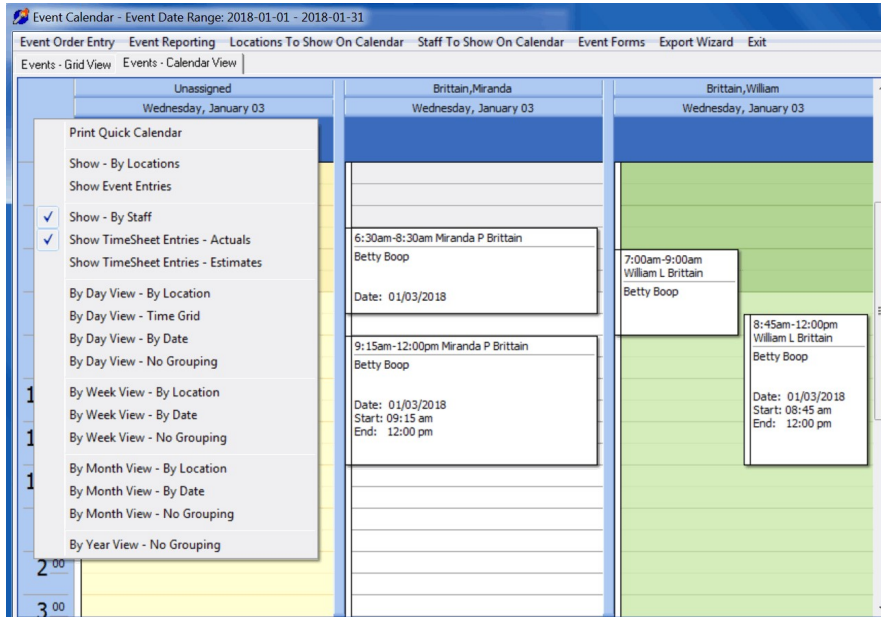
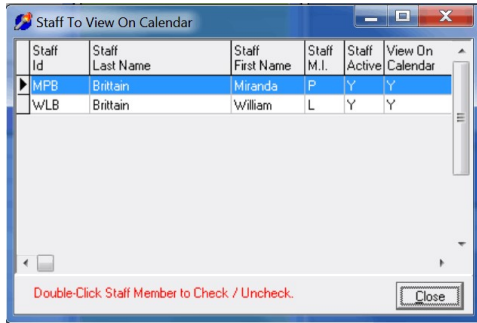
To select which locations show on the calendar, use the Locations To Show On Calendar. Double-click on a location to check or uncheck the location to show or not show on the calendar view by location.





To select which staff members to show schedule entries on the calendar, use the Staff To Show On Calendar. Double-click on a staff member to check or uncheck the location to show or not show on the calendar view when Show Staff has been enabled.

Staff To Show On Calendar



Printing an Event Price Quote

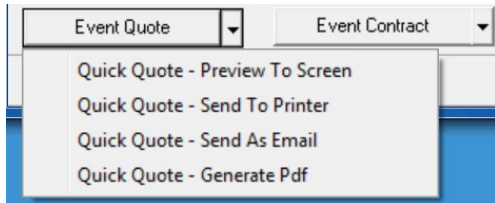
event price quote / proposal. The price quote report template **may be modified** to fit your company's needs by using the report designer that is built into the software.

To print a Price Quote:

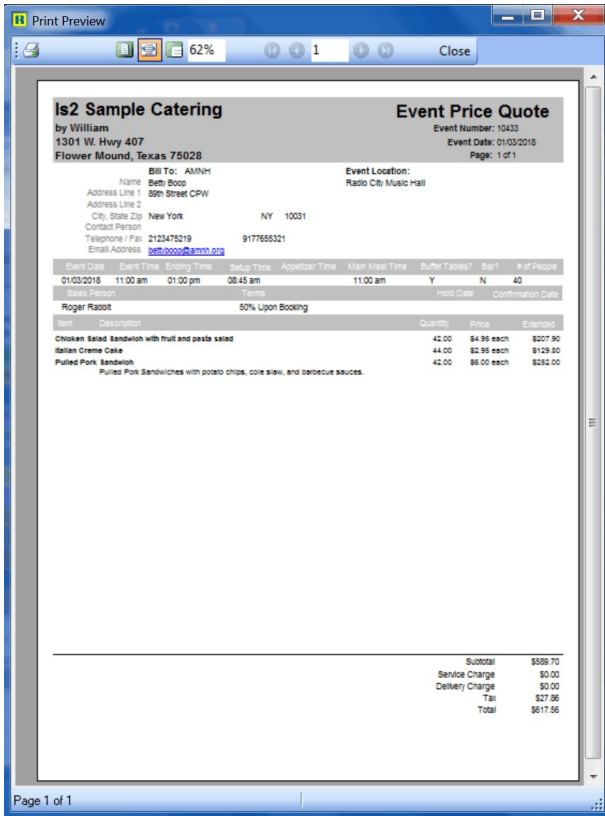
1. First, select the event to be printed on the data grid.

	01/03/2018	06:30 am	Betty Boop	Eddie Deen Ranch	50 E
▶	01/03/2018	11:00 am	Betty Boop	Radio City Music Hall	40 E
Y	01/03/2018	03:30 pm	Bill Brittain	Scotch Tasters Club	25 E

2. Click on the Event Quote button at the bottom right of the Event Calendar screen.



3. Choose either Preview To Screen, Send To Printer, Send as Email, or General Pdf.



Printing an Event Contract

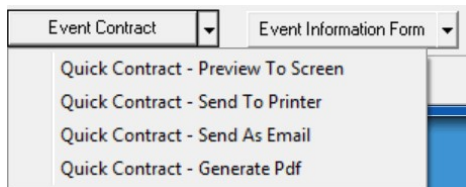
event contract. The contract report template **may be modified** to fit your company's needs by using the report designer that is built into the software. Contracts may be very simple single page contracts or very complex multi-page contracts. The report designer allows a great deal of flexibility with the page design.

To print a Contract:

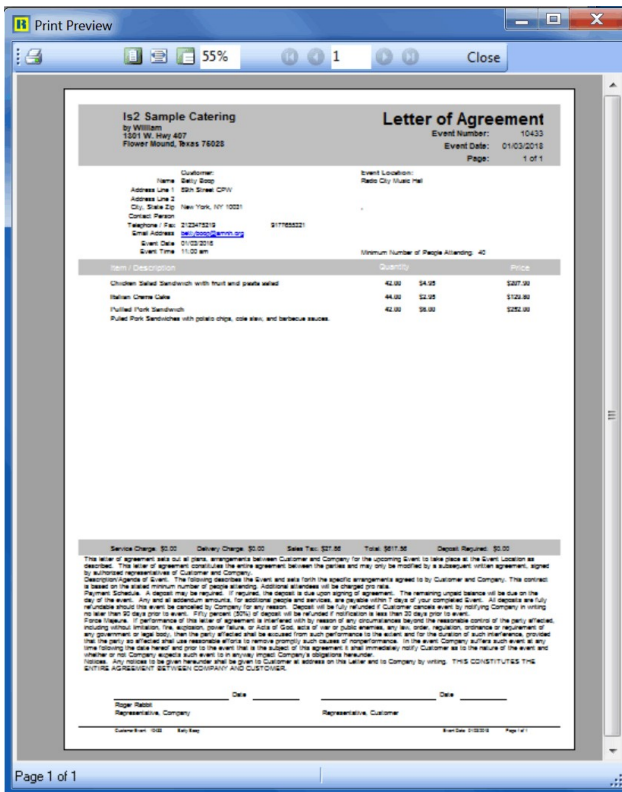
1. First, select the event to be printed on the data grid.

	01/03/2018	06:30 am	Betty Boop	Eddie Deen Ranch	50 E
▶	01/03/2018	11:00 am	Betty Boop	Radio City Music Hall	40 E
Y	01/03/2018	03:30 pm	Bill Brittain	Scotch Tasters Club	25 E

2. Click on the Event Contract button at the bottom right of the Event Calendar screen.



3. Choose either Preview To Screen, Send To Printer, Send as Email, or General Pdf.



Printing the Event Information Form

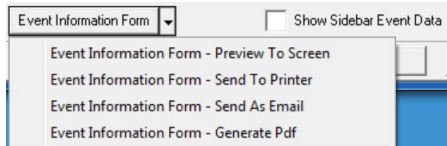
event information form. The information form report template **may be modified** to fit your company's needs by using the report designer that is built into the software.

To print the Information Form:

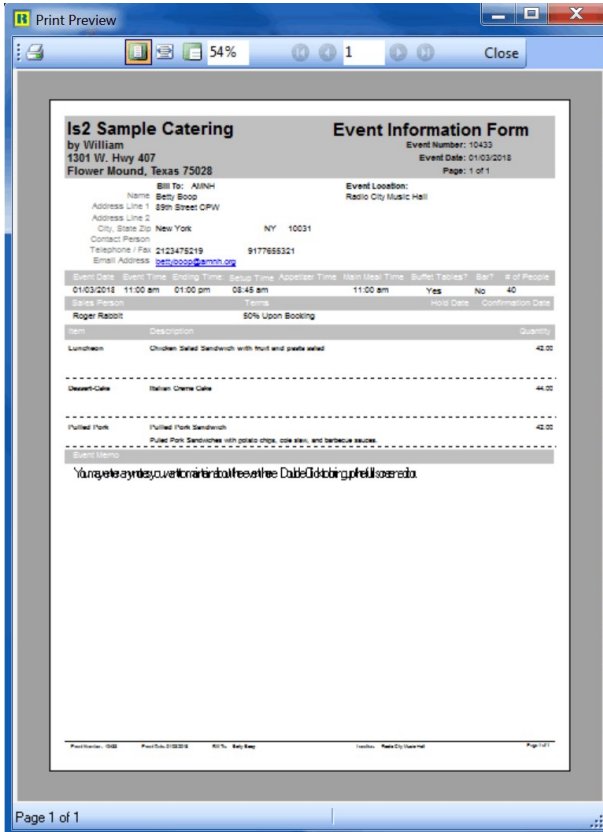
1. First, select the event to be printed on the data grid.

	01/03/2018	06:30 am	Betty Boop	Eddie Deen Ranch	50 E
▶	01/03/2018	11:00 am	Betty Boop	Radio City Music Hall	40 E
Y	01/03/2018	03:30 pm	Bill Brittain	Scotch Tasters Club	25 E

2. Click on the Event Information Form button at the bottom right of the Event Calendar screen.



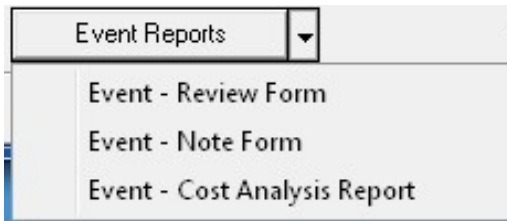
3. Choose either Preview To Screen, Send To Printer, Send as Email, or General Pdf.



Event Reports

There are many reports that can be printed from the event browse screen, the event quick report, the event review report, event notes report, event costs report, the event red flag report, the event sales report, the event kitchen cut-sheet report, the event changes report, and the event revenue report.

Reports Specific To The Event



Reports For Many Events Based On Event Date Range



Making Changes To Report Designs

Design Reports	Export Wizard	Commission SpreadS
Design - Event - Quote Form		
Design - Event - Contract Form		
Design - Event - Information Form		
Design - Event - Review Form		
Design - Event - Notes Form		
Design - Event - Cost Analysis Report		
Design - Report - Quick Report		
Design - Report - Red Flag Report		
Design - Report - Sales Report		
Design - Report - Comped Items Report		
Design - Report - Revenue Report		
Design - Report - Changes Report		
Design - Report - Kitchen Schedule Report		
Design - Report - Kitchen Quoted Items Report		

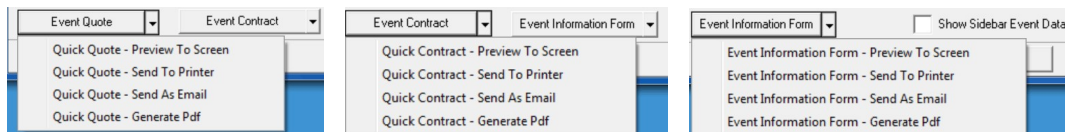
Events - How to Email a Quote, Contract, or Information Form

In the Event Calendar, you may email an event price quote, an event contract, or an event information form in the same manner as you can print preview or print to a printer.

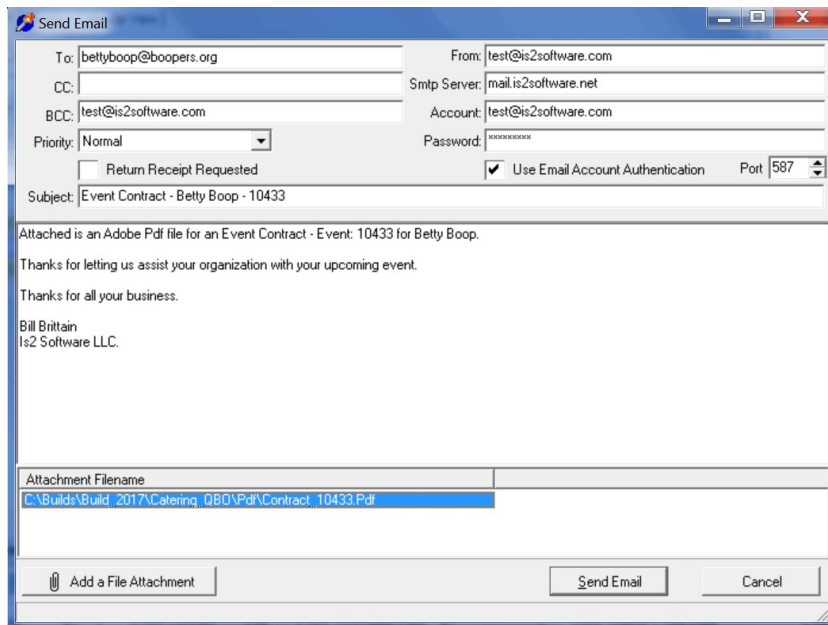
When emailing these documents, a pdf file (Adobe Portable Document Format) is created and added as an attachment to the email that is sent. The customer can then view and print the document by opening the attachment.

To email a quote, contract, or information form:

1. Click on Email Quick Quote, Email Quick Contract, or the Email Event Information Form button to begin the email process.



2. The email screen will appear. Make sure your email send information is correct. This information is derived from the email server and email account data filled out in your user profile. Your system administrator may have to change this information if correct. You may override the information at this screen. If your system uses Email Server login authentication, check the Authenticate checkbox.



Make sure that the customer email address is correct. You may send a carbon copy to another address. You may send a blind carbon copy to yourself to maintain a copy of the email that was sent. Fill out the subject line and the memo to be sent to the customer.

3. Before sending the email, you may view the Pdf file that is attached by double-clicking on the pdf file attachment. This will open the document using the Adobe Reader program. Adobe Reader must be installed on your computer for this to work.
4. To send the email, click on the Send Email button located at the bottom right of the Email screen.
5. If Email is sent successfully, a successful send message box will appear. If an error occurs, an error box will appear explaining the email send error.

Events - How to Image A Signed Document

In the Event Calendar Event Entry screen, you have the capability to scan and save a document image of a signed paper document. To do this will require that you have a scanner attached to your computer with a Twain interface. The program supports any Twain compliant scanner, from \$50 Canoscans to \$9000 75 page a minute Fujitsu scanners. Network attached scanners sometimes will work.

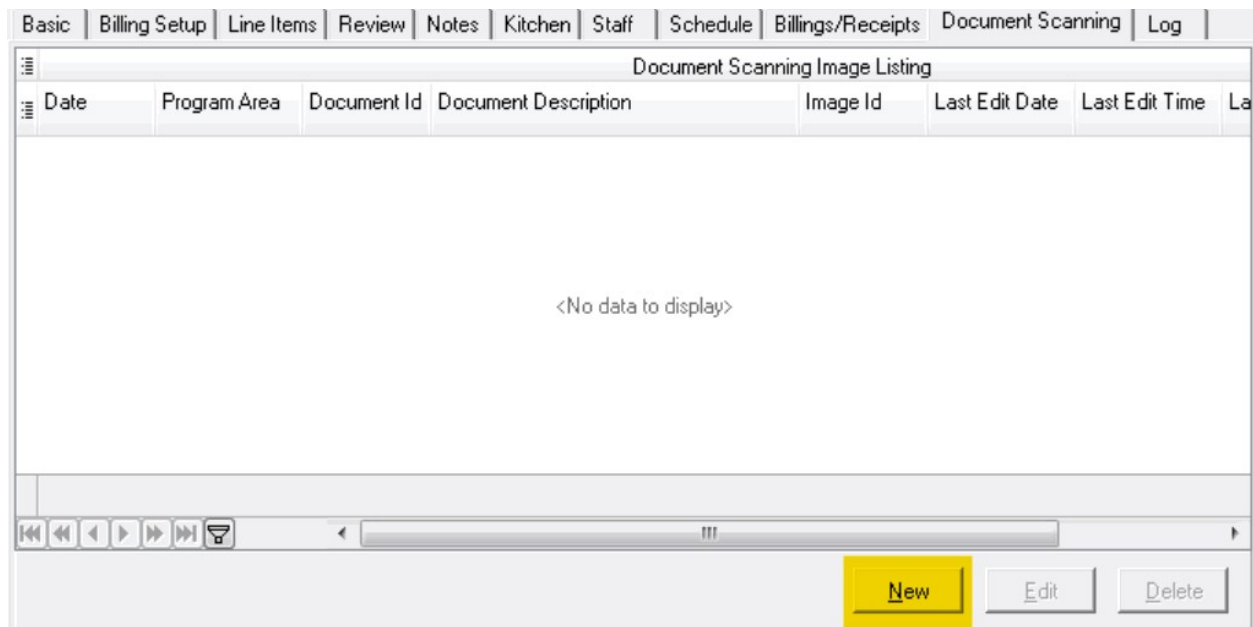
Multiple documents can be scanned for each event. This could be check receipts, signed contracts, printed quotes, maps, floor plan layouts, etc. An individual scan can include multiple document pages in the same stored document.

The documents will be stored within the Catering database in the Document Images table. Therefore they may be scanned from offsite and viewed onsite and also scanned onsite and then viewed offsite if you have users operating remotely.

To image and save a document in Event Entry:

1. Go to the Event Entry screen for the event you have documents to scan. Make sure your scanner is turned on and connected.

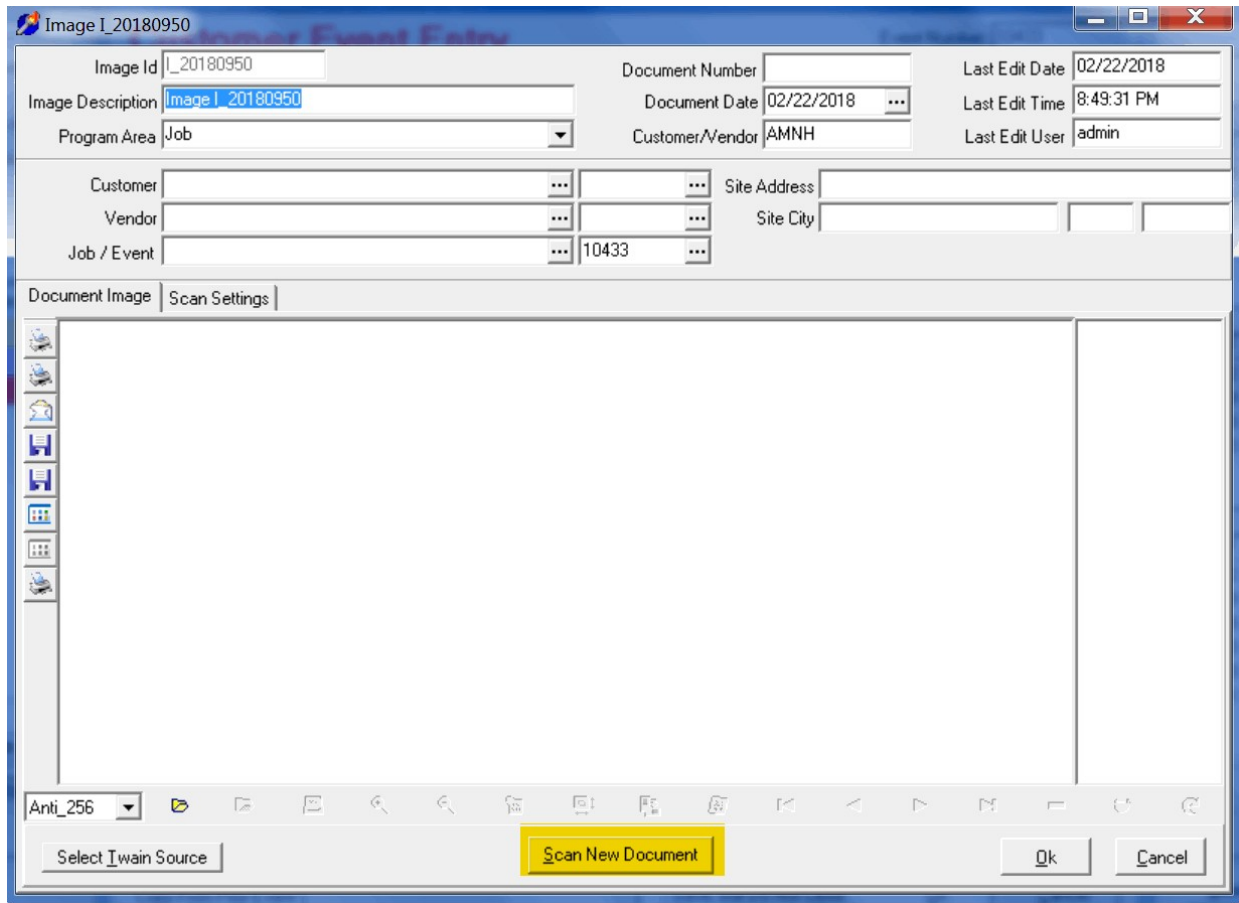
Go to the Document Scanning tab and click on the New button at the bottom right to begin the imaging process.



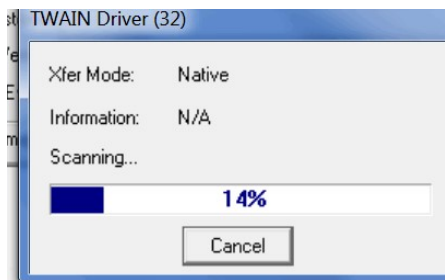
2. The document imaging screen will be brought up. The event job number will be automatically placed on the document image record. Please fill in the description that would be best for your document.

Place your printed document in the scanner.

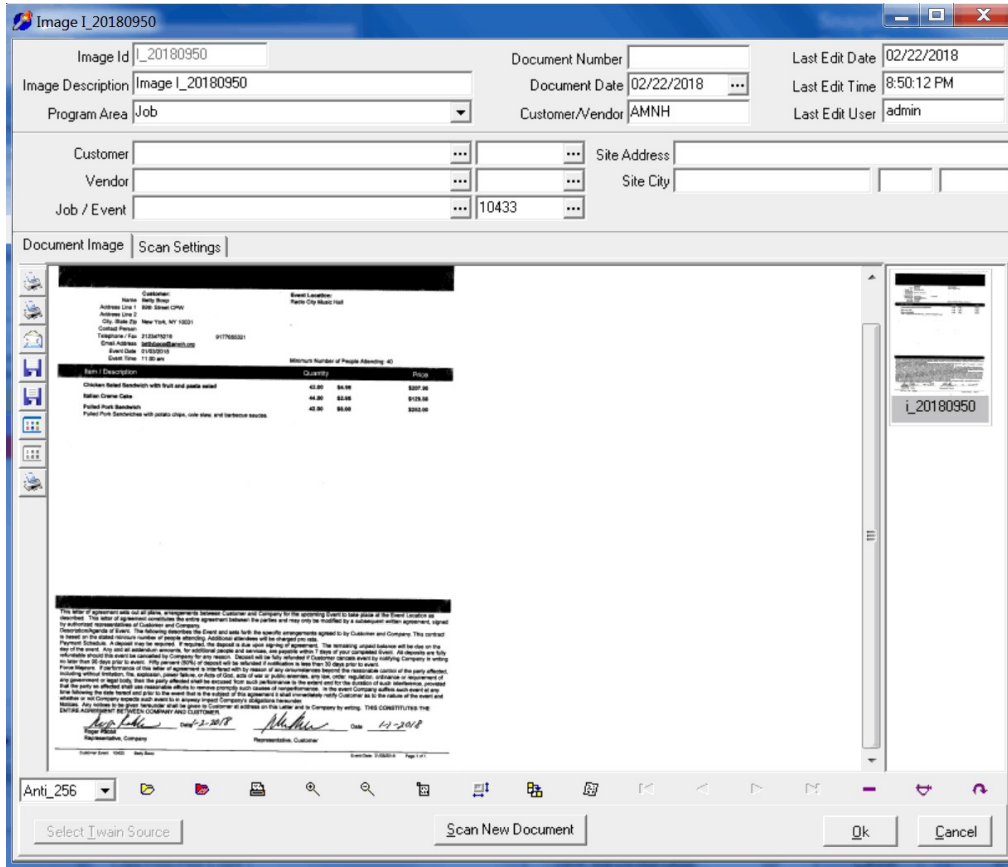
Click on the Scan New Document button to begin the document scanning.



3. Scanning progress will be shown.

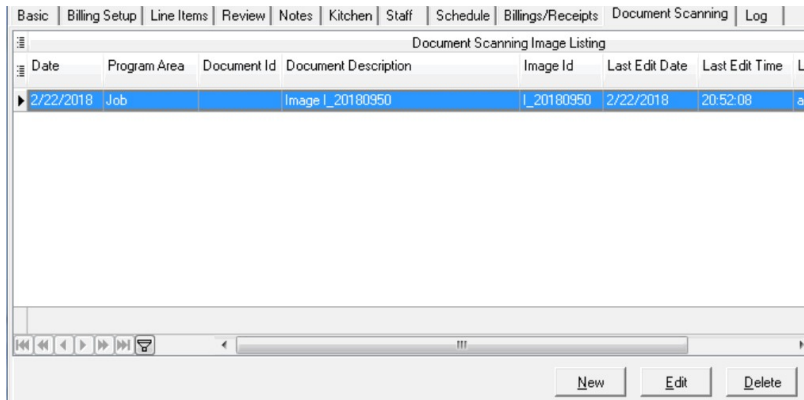


4. When completed, the scanned document will show in the Scan Preview window.



You may increase the document view size by left clicking with your mouse. Right-click to reduce.

- When finished with your scanning for this document, click on the Ok to save and return to the Event Entry screen. The scanned document description should now show in the Images tab.



- You may continue scanning other documents by clicking on the New button or view the existing documents by clicking on the Edit button. You may delete a saved image by using the Delete button.

All documents that have been imaged can also be viewed in the Document Images area under Utilities on the main menu.

Events – Entering Staff Timesheet Entries

In the Event Calendar Event Entry area, you may enter staff scheduling for events.

To enter staff schedules on an event:

1. In the Event Calendar, go to the Event needed, edit the Event, then go to the Schedule tab.

Staff Id.	Staff Name	Date	Start Time	End Time	Hours	Minutes	Job Assignment
<No data to display>							

Staff Count : 0

Select Staff For This Event Print Staff Schedule New Time Edit Time Delete Time

2. Click on the Select Staff button at the bottom left.



2. The staff selection screen will appear. Times for the entry will be defaulted to the event start and end times and the numbers of work hours calculated.

Event Entry - Timesheet - Quick Add

Show Active Staff Only Time Minus Before Event Starts 00 minutes

Show Timesheet Entry Screen Time To Add After Event Ends 00 minutes

Event Betty Boop

Start Time 11:00 am End Time 01:00 pm

Calculated Start 11:00 am Calculated End 01:00 pm

Id	Staff Name	Skills	Active?	Work Group
MPB	Miranda P Brittain		Y	
WLB	William L Brittain	Busboy	Y	

Add To Event Timesheet Entries Cancel

3. On the staff selection screen, enter the time to subtract from the Event Start Time for when the staff should be arriving and enter the amount of time to add onto the Event End Time for when the staff should be able to leave. This will give you a calculation of hours that the staff should be working.

Event Entry - Timesheet - Quick Add

Show Active Staff Only Time Minus Before Event Starts 45 minutes

Show Timesheet Entry Screen Time To Add After Event Ends 30 minutes

Event Betty Boop

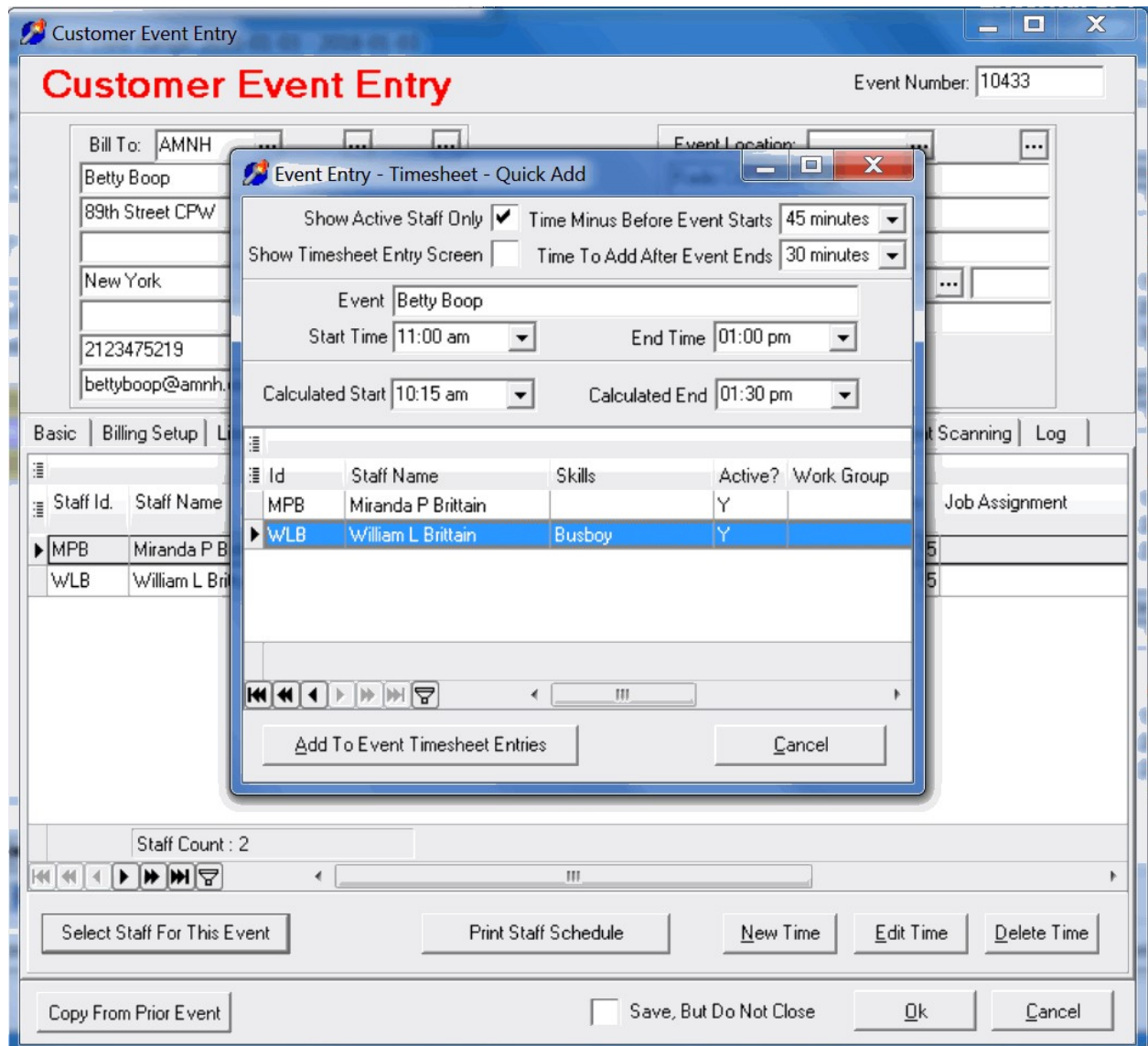
Start Time 11:00 am End Time 01:00 pm

Calculated Start 10:15 am Calculated End 01:30 pm

Id	Staff Name	Skills	Active?	Work Group
MPB	Miranda P Brittain		Y	
WLB	William L Brittain	Busboy	Y	

Add To Event Timesheet Entries Cancel

4. Double-Click on a staff member to add to the event. You will see the staff members being added as you double-click through the staff listing.



4. When you are finished adding staff schedules, click on the Cancel button to exit the Staff Selection screen.

5. If you need to alter staff schedules after performing the Staff Selection process, use the Edit Time button to modify the staff member schedule.

Multiple schedules can be added per staff member.

Individual time entries can be done by using the New Time button to add a staff member schedule manually.

Events - How To Enter Cut-Sheet Entries One At A Time

In the Event Calendar Event Entry area, you can enter items for use on the kitchen cut-sheet report for each event. The kitchen cut-sheet is a listing of all items or tasks needed to actually perform the catering event. This may include the actual food amounts to be taken along with stoves, tables, or any other accessory needed. It is a list of materials for the catered event used by the staff to prepare for the event.

To enter Kitchen Cut-Sheet Items manually:

1. In the Event Entry area, go to the Kitchen tab. Click on the New button located at the bottom right to enter a new cut-sheet item.

The screenshot shows the 'Kitchen Cut Sheet Listing' window. At the top, there are navigation tabs: Basic, Billing Setup, Line Items, Review, Notes, Kitchen (selected), Staff, Schedule, Billings/Receipts, Document Scanning, and Log. Below the tabs is a search bar for 'Add New Tasks From Task Sets' with 'TexBBQ' and 'Texas Barbecue' entered. The main area is a table with the following data:

WorkGroup	Station	Item	Description	Quantity	Completion Status	Cost	Cost
Catering	A	BBQBeef	Barbecue Beef	6.00	Assigned - Not Startec	7.70	
Catering	A	BBQChicken	Barbecue Chicken	4.00	Assigned - Not Startec	3.50	
Catering	B	RSBeans	Ranch Style Beans	5.00	Assigned - Not Startec	1.25	
		MashPotatoes	Mash Potatoes	4.00	Assigned - Not Startec	0.50	

Below the table, it says 'Task Count : 5'. At the bottom right, there are three buttons: 'New Cut-Sheet Item' (highlighted in yellow), 'Edit Cut-Sheet Item', and 'Delete Cut-Sheet Item'. On the bottom left, there is a button 'Print Cut Report - By Work Group Assigned'.

2. The cut-sheet item entry screen will appear.

Event Entry - Kitchen Cut Sheet Line Item

Event Number: 10433 Line: 7

Bill To: AMNH Betty Boop

Location: Radio City Music Hall

Item / Task Information

Task Item: ... Display Line: 7

Description:

Category:

Quantity: 1.00

Cost: 0.00

Unit:

Extended Cost: 0.00

Station:

Work Group Responsible

Assigned To: ... Status: Assigned - Not Started

Ok Cancel

3. Either fill in the item, description, cost, and unit manually or choose the item lookup to pick from the Task Item listing. Fill in any other needed information you wish to record about the cut-sheet item. A memo area is provided to enter extended instructions to the staff

Event Entry - Kitchen Cut Sheet Line Item

Event Number: 10433 Line: 8

Bill To: AMNH Betty Boop

Location: Radio City Music Hall

Item / Task Information

Task Item: TM-Enchiladas ... Display Line: 8

Description: Tex Mex - Enchiladas

Category: Main Menu

Quantity: 1.00

Cost: 1.50

Unit: ea.

Extended Cost: 1.50

Station:

Work Group Responsible

Assigned To: Kitchen Status: Assigned - Not Started

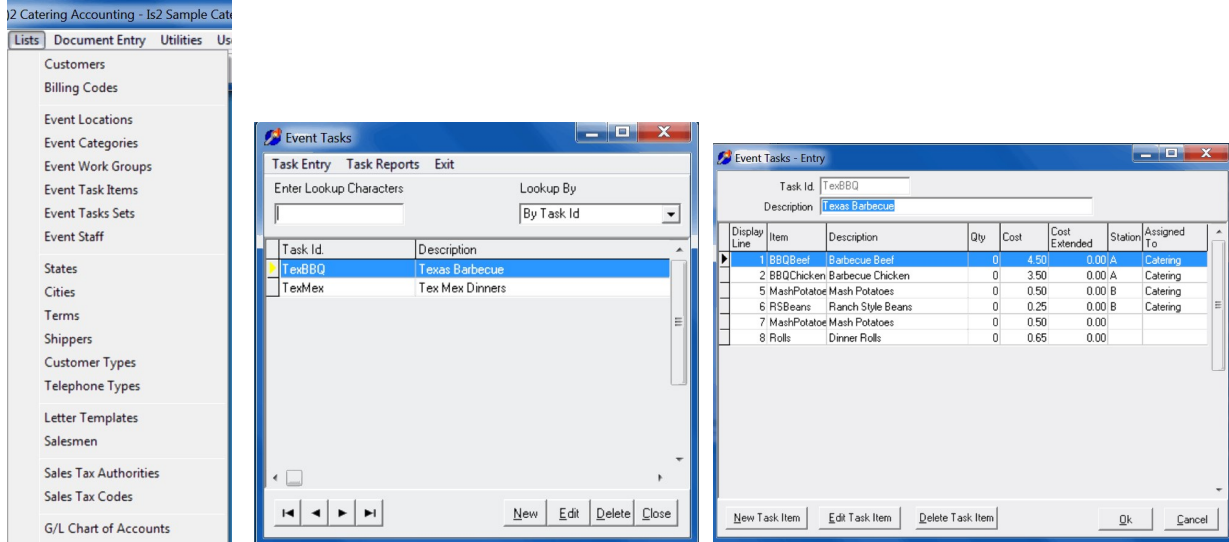
Ok Cancel

4. Click on OK to save the entry. The cut-sheet entries will be shown in the Kitchen tab area.

Events - How To Pull Task Sets Of Cut-Sheet Entries

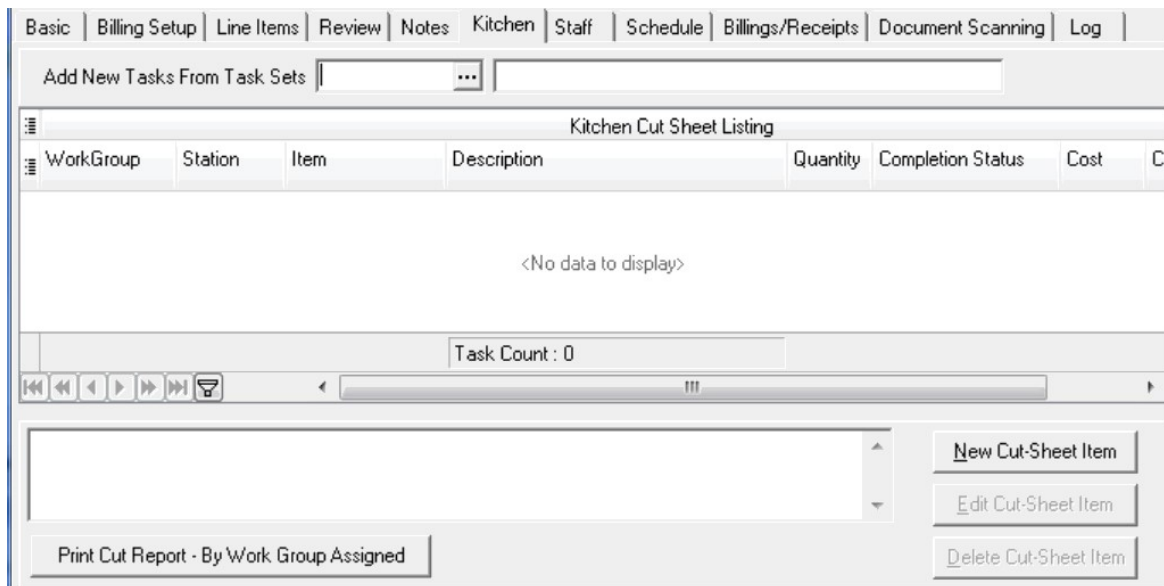
In the Event Calendar Event Entry area, you can specify task sets for use on the kitchen cut-sheet report for each event. The kitchen cut-sheet task set is a listing of all items or tasks needed to actually perform the catering event. You pull the task set of items and then modify the list for the actual quantities needed for the event. This may include the actual food amounts to be taken along with stoves, tables, or any other accessory needed. It is a list of materials for the catered event used by the staff to prepare for the event. Multiple task sets can be used on each event.

Task Sets are created in the Task Set area from Task Items. Task Sets should be built so that they can be reused over and over in different events, modifying the Sets as needed in the event.

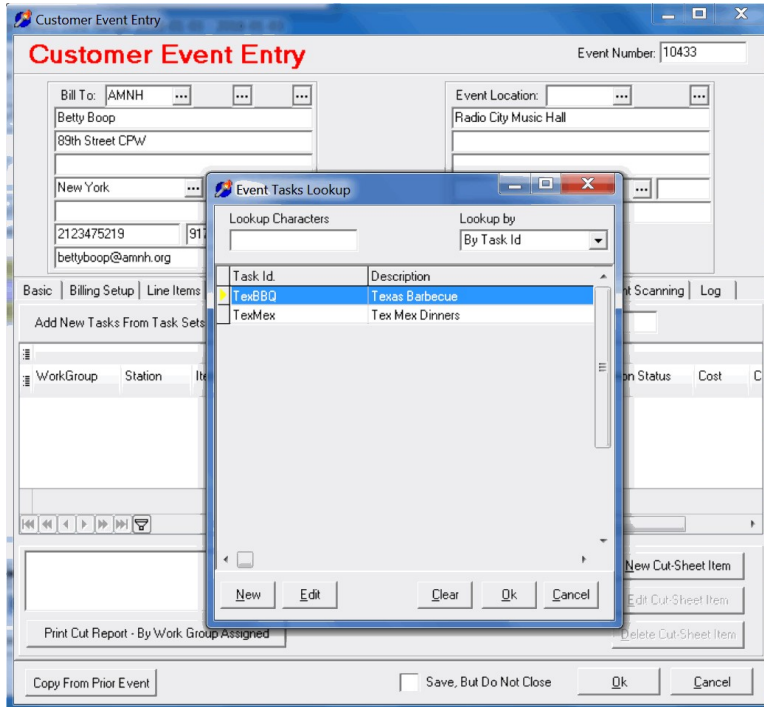


To pull a task set of kitchen cut-sheet items automatically:

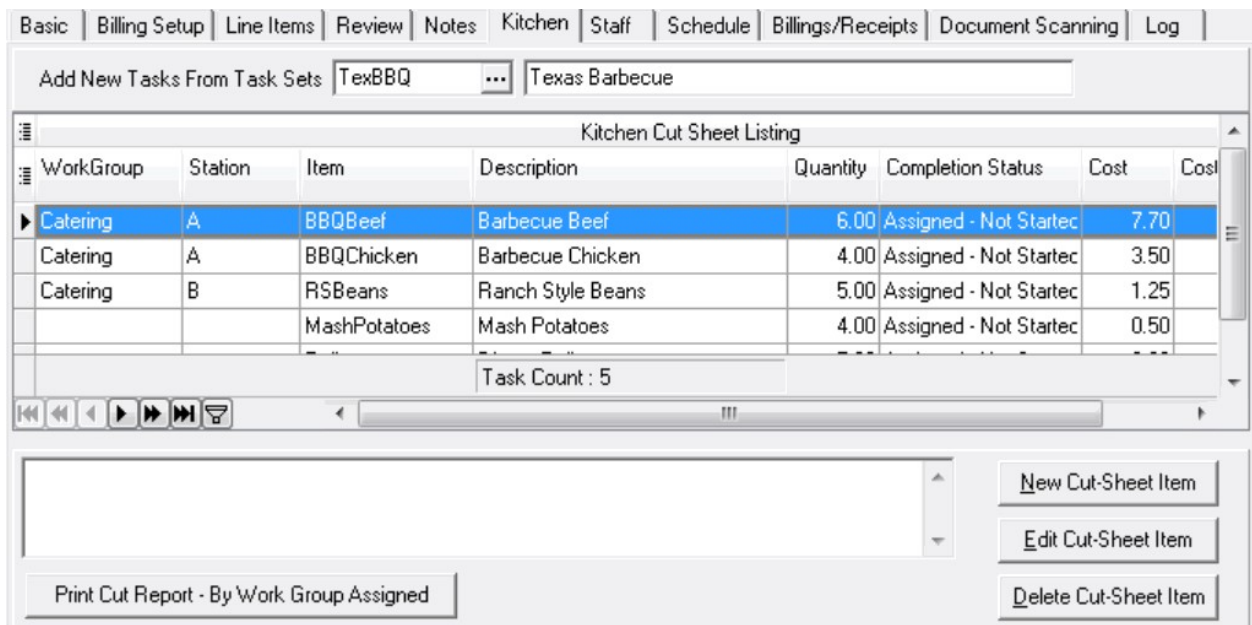
1. In the Event Entry area, go to the Kitchen tab.



- Click on the Event Task field lookup button located at the top of the tab. The Task Set Lookup dialog will appear. Choose the task set needed for this event.



- The task set will populate the line items of the Kitchen tab and you will see that all the items for the task set specified will have been copied to the event.



- Now go into each kitchen cut-sheet item and enter the quantity needed, change the cost if necessary and add the station and workgroup that should be assigned. Also add any notes per item that would be helpful for those setting up the event.

- A cut-sheet report can be printed for each event.

Is2 Sample Catering
 Date: 02/22/2018
 Time: 7:58 PM
 Page: 1

Event Date	Event Time	Event Billing Name	Event Location Name	Number Of People	Type	Status	Event
01/03/2018	11:00 am	Betty Boop	Radio City Music Hall	40	E	EC	10433

Assigned To	Station	Description	Quantity	Cost	Task Id.	Status
		Mash Potatoes	4.00 lb.	0.50	MashPotatoes	Assigned
		Dinner Rolls	5.00 doz.	2.00	Rolls	Assigned
Catering	A	Barbecue Beef	6.00 lb.	7.70	BBQBeef	Assigned
Catering	A	Barbecue Chicken	4.00 lb.	3.50	BBQChicken	Assigned
Catering	B	Ranch Style Beans	5.00 cans	1.25	RSBeans	Assigned

Count: 1

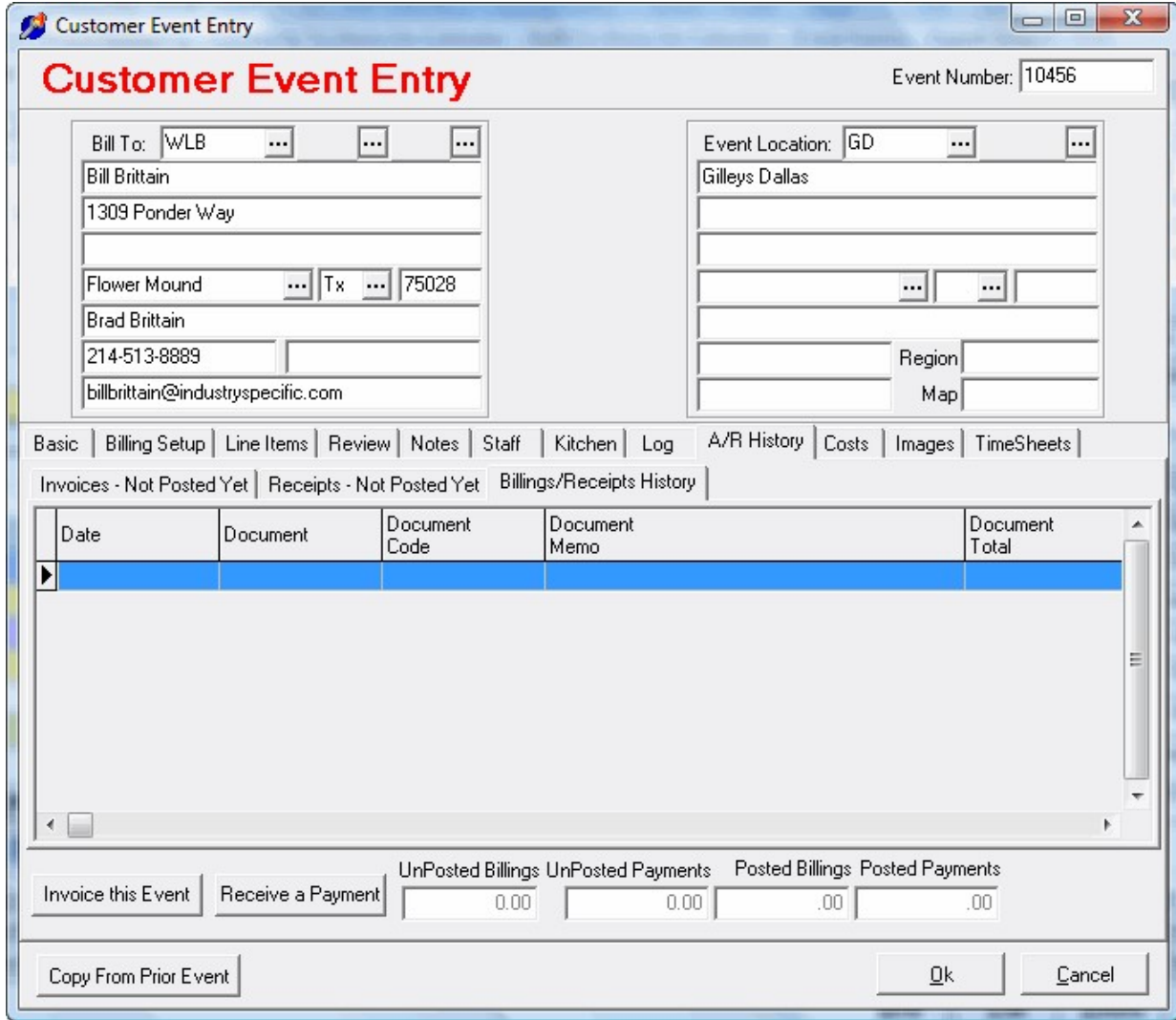
Page 1 of 1

Creating a Customer Invoice from the Event Entry Area

The easiest way to create billing invoices for your customer event is from the A/R History area of the event entry screen.

The customer invoice will be created from the line items entered for the event and using the customer billing information.

From within the event entry screen, navigate to the A/R History tab.



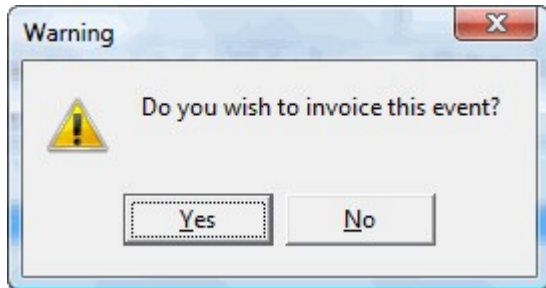
Click on the **Invoice This Event** button at the bottom left.



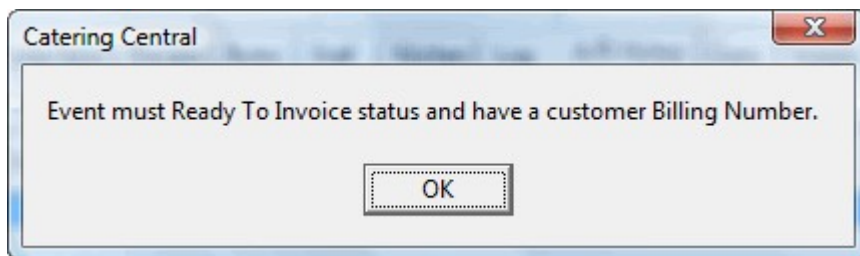
The information used to create the invoice will come from the line items entered for the event and the customer billing information, and the billing setup information.

The Billing Setup screen area of the event entry.

When the **Invoice This Event** button is clicked, this message will appear asking if you wish to invoice the event. Click on the Yes button to proceed.



If the event status is not ready to be invoiced, this message will appear.



Order Type	Event	▼
Order Status	On Hold	▼

Make sure your event has a customer billing number (a customer has been created) and the event status is Ready to Invoice.

Order Type	Event	▼
Order Status	Ready To Invoice	▼

The customer invoice entry screen will appear and will be populated by the information from the event.

Customer Invoice Entry Entry

Invoice Entry

Order Invoice
 Order Date Invoice Date

Bill To:

Betty Boop
89th Street CPW
New York NY 10031
2123475219 9177655321
bettyboop@amnh.org

Location:

Radio City Music Hall

Billing Setup | Billing Entry | Review | Document Images

Customer Terms Ready To Transfer

Customer Purchase Order #

Customer Tax Exempt Id. Department

Sales Tax Code

Customer Discount

Ship Via

Memo

Event Number

Salesman

Salesman Commission Rate % Pay Commissions

Billing Setup | Billing Entry | Review | Document Images

Line	Item	Item Description	Quantity	Retail Price	Discount Price	Extended Price	T ?
1	Luncheon	Chicken Salad Sandwich with fruit a	42.00	5.50	4.95	207.90	Y
2	Dessert-Cake	Italian Creme Cake	44.00	2.95	2.95	129.80	Y
3	Pulled Pork	Pulled Pork Sandwich	42.00	6.00	6.00	252.00	N

Sales Tax Rate

Calculated Tax

Taxable

Exempt

Subtotal

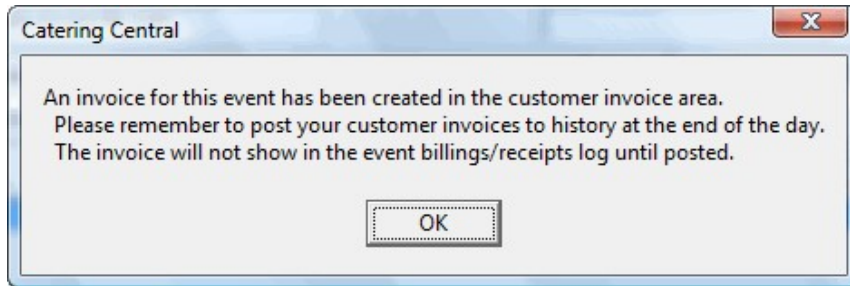
18 % Service Charge

Delivery Charge

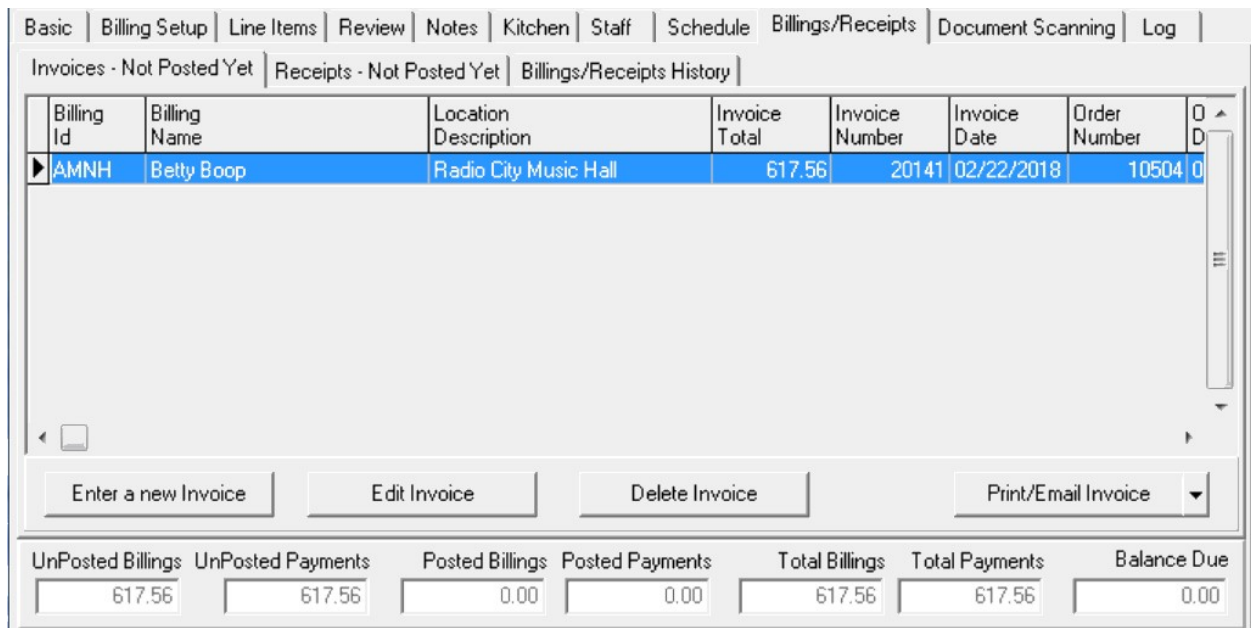
% Sales Tax

Billing Total

Check to make sure this is equal to the amount you wish to bill and that the information on the invoice is correct. Make any changes necessary and then click Ok to save the invoice.



By creating the invoice from the event area, the invoice will be associated with the event job number.



Creating a Customer Receipt from the Event Entry Area

The easiest way to create customer receipts for your customer event is from the A/R History area of the event entry screen.

The customer payment will be created and assigned to the event.

From within the event entry screen, navigate to the A/R History tab.

Customer Event Entry

Event Number: 10433

Bill To: AMNH
 Betty Boop
 89th Street CPW
 New York NY 10031
 2123475219 9177655321
 bettyboop@amnh.org

Event Location: Radio City Music Hall

Basic | Billing Setup | Line Items | Review | Notes | Kitchen | Staff | Schedule | Billings/Receipts | Document Scanning | Log

Invoices - Not Posted Yet | Receipts - Not Posted Yet | Billings/Receipts History

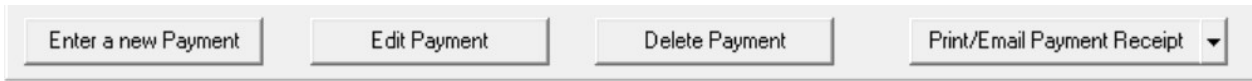
Billing Id	Billing Name	Deposit Reference	Deposit Date	Check Amount	Cash Amount	Credit Card Amount	Total Payment	Discount Taken
AMNH	A Betty Boop	R40035	02/22/2018	0.00	0.00	617.56	617.56	

Enter a new Payment | Edit Payment | Delete Payment | Print/Email Payment Receipt

UnPosted Billings	UnPosted Payments	Posted Billings	Posted Payments	Total Billings	Total Payments	Balance Due
617.56	617.56	0.00	0.00	617.56	617.56	0.00

Copy From Prior Event | Save, But Do Not Close | Ok | Cancel

Click on the **Receive a Payment** button at the bottom left.



Make sure the receipt billing id is correct for the receipt.

Then enter the check number if the customer has given you a check or click on the receipt number lookup to get the next receipt id number automatically.

Enter the correct receipt deposit date and enter the amount of the payment received.

Customer Receipt

Customer Id: AMNH ... A Betty Boop
 Receipt Id: R40035 ... Control Number: 20180936

Deposit Date: 02/22/2018... Department: ...
 Check Amount: 0.00 Is this a Deposit?: No
 Cash Amount: 0.00 Ready To Transfer?: Yes
 Credit Card: 617.56 AmExpress 3375
 Event Number: 10433 ... Betty Boop

Payment Total	617.56
Applied Total	0.00
Remaining to Apply	617.56
Discounts Total	0.00
Allowances Total	0.00

Payment Distribution to Invoices | Quickbooks | Document Images

Document Number	Invoice Date	Invoice Balance	Discount Amount	Allowance Amount	Allowance Account	Applied Payment	Balance Remaining

AutoPay AutoZero A/R Open Inquiry Pay Invoice Edit Payment Zero Payment

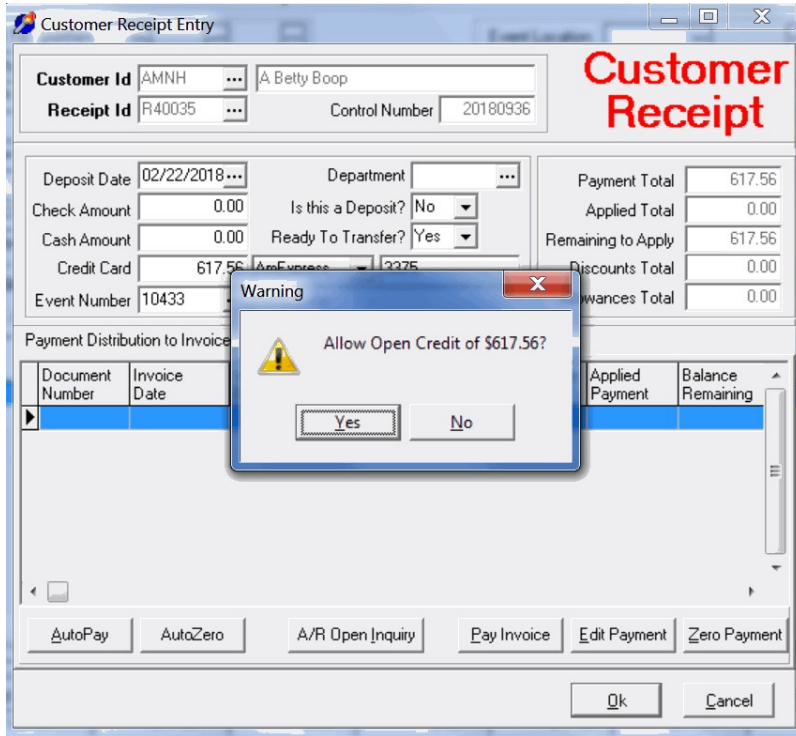
Ok Cancel

You can also designate if this payment was a Deposit amount for the event. Check the Is This A Deposit?.

Entries for the payment can be a Cash amount, a Check amount, and a Credit Card amount. You may have a combination of the payment types to add up to the total of the receipt for the customer. Example would be that the customer sent a check to pay off the event but additional charges arose and a credit card or cash was given to pay the remaining balance at the end of the event. A single receipt could be entered or several. Whatever works best for your company.

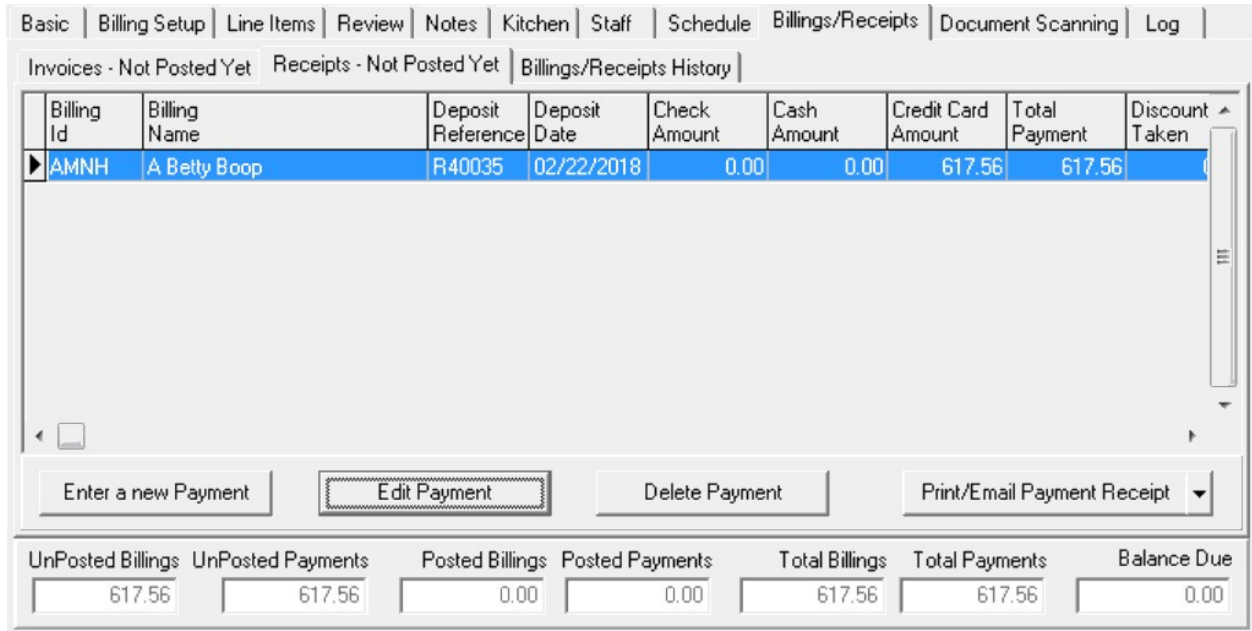
The payment types will distribute to the appropriate Payment Method needed for QuickBooks.

Click the Ok button to save the receipt.



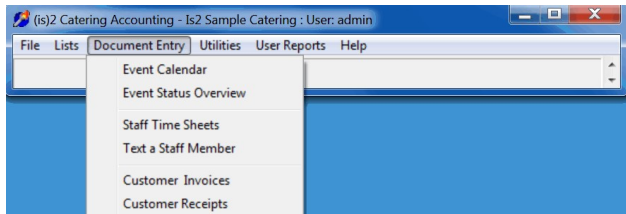
If an open credit amount is remaining on the receipt message will appear. Click Yes to proceed and save the receipt. Note: All the receipts in the QBO version will be considered Open Credit receipts.

The receipt will be shown in the list for the event under the Receipts – Not Yet Posted tab for the event.

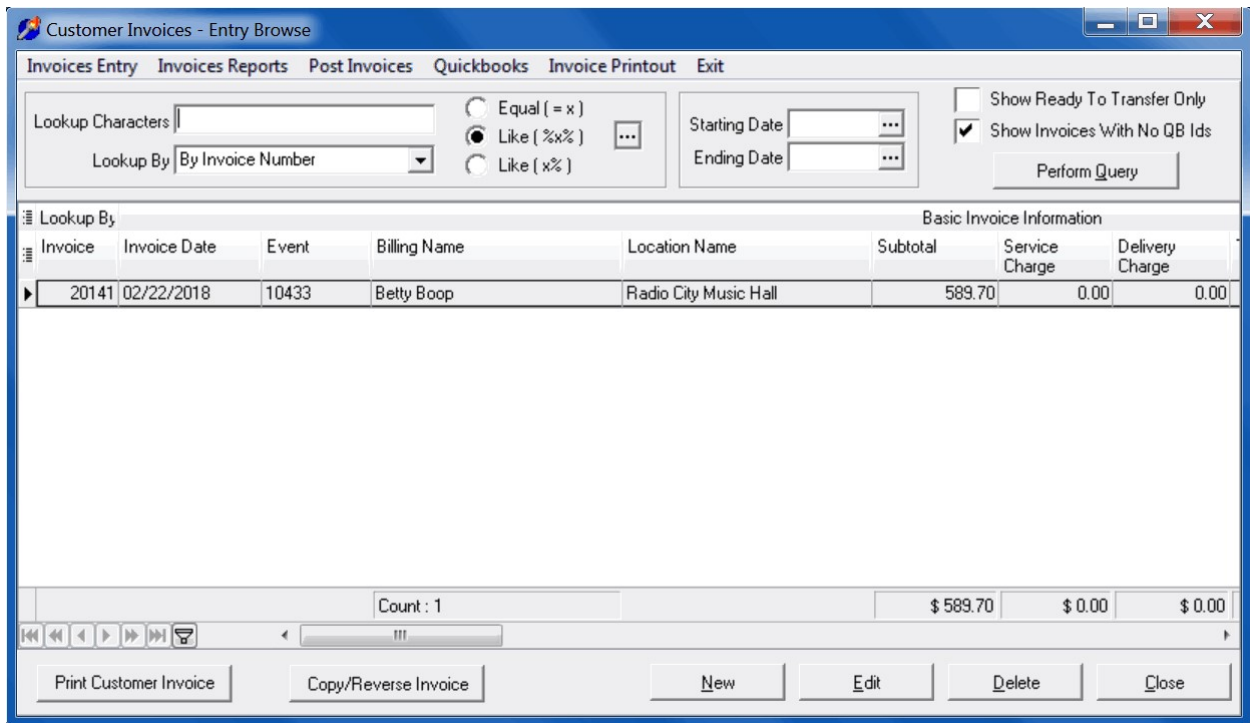


Transferring A Customer Invoice To QuickBooks

All invoices created in the Event Calendar area are stored in the Customer Invoices tables. Go to Customer Invoice under the Document Entry menu.

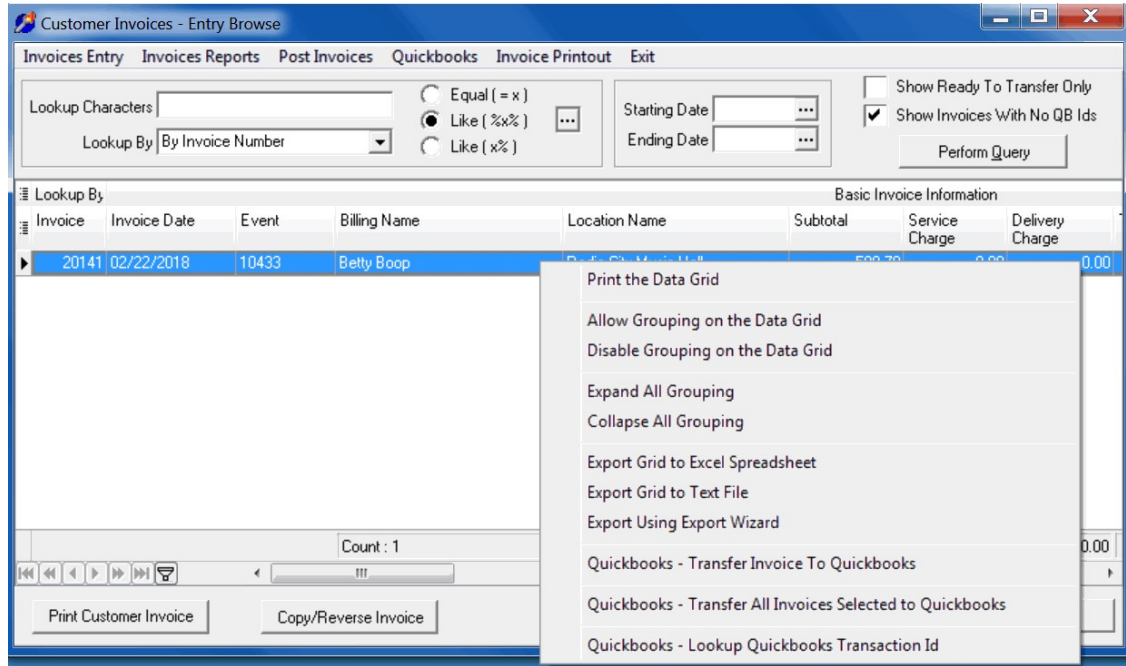


From the Customer Invoice Browse screen, customer invoices may be transferred to your QuickBooks company database file.



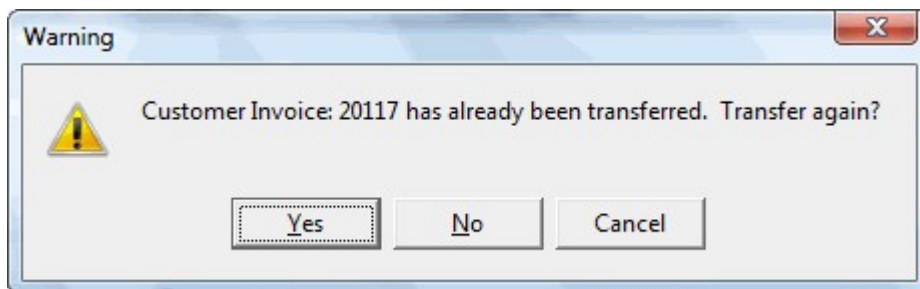
First, select the invoice you wish to transfer.

Then right-click on the data grid within the customer invoice browse screen to show the popup menu.

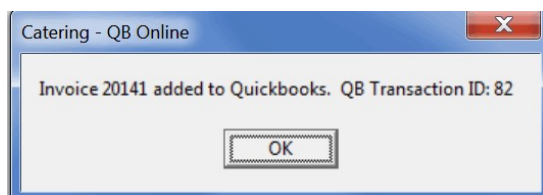


Choose either the QuickBooks – Transfer Invoice To QuickBooks to begin the transfer.

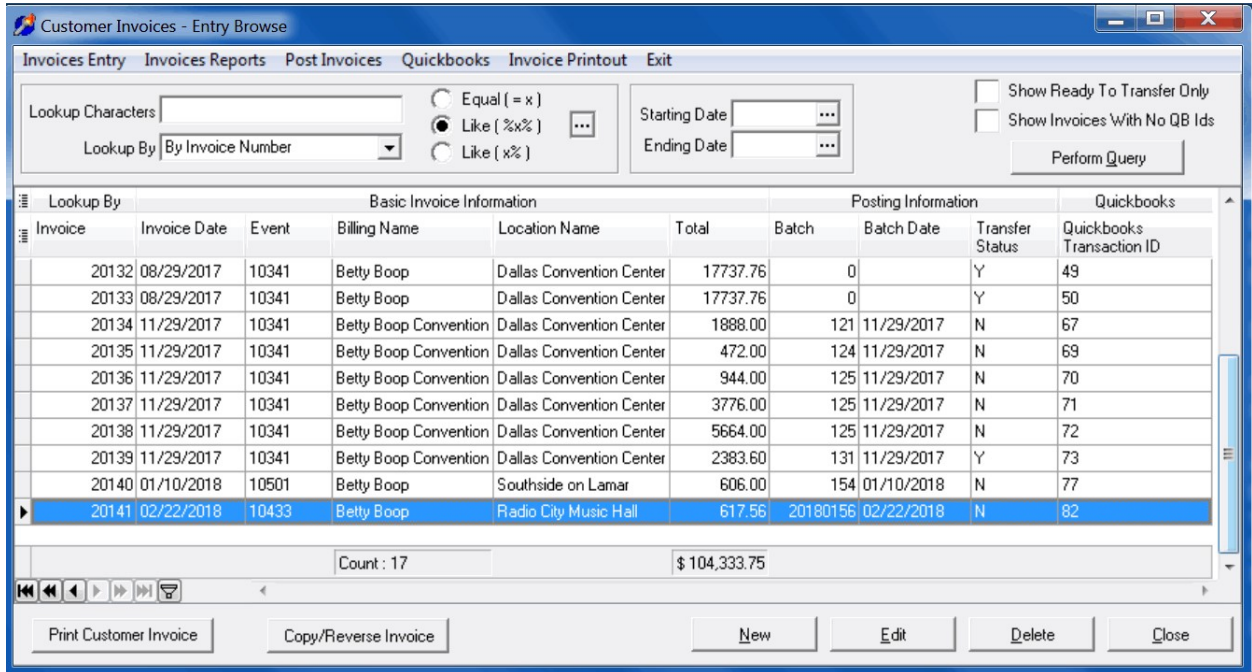
If the invoice has been transferred previously, a warning message will appear. You may Cancel or press Yes to continue and send the invoice again to QBO.



If the customer invoice transfers without problem, it will have created a new customer invoice in QBO and a transaction id will be returned that will be the QuickBooks Transaction ID for this document. This will be retained in Catering QBO.

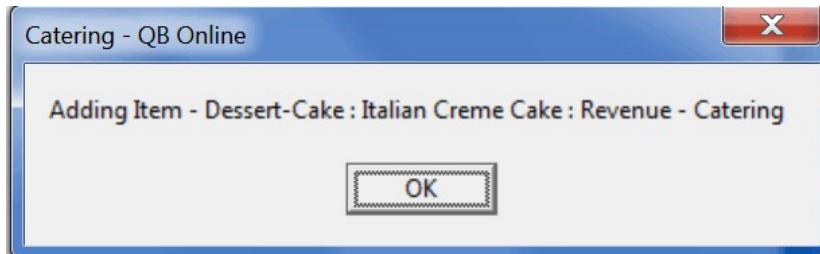


By scrolling the screen to the right, you can determine if a customer invoice has been transferred. The QuickBooks Transaction ID that was stored off is shown as the last data column.

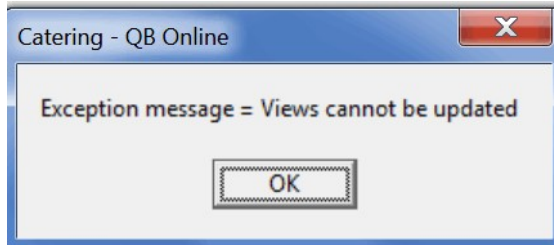
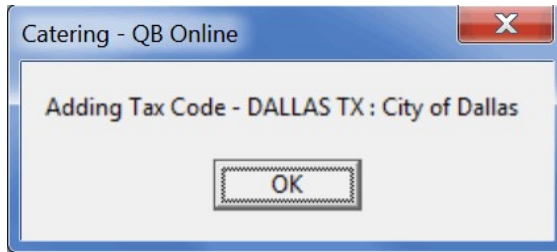


During the transfer, Catering QBO will possibly create a new customer in QuickBooks, create new inventory items based on the billing codes used in the invoice, as well as other information list data that may be needed for the transfer. If the customer already exists or item exists, they will not be added again. The list ids from the transfer will be sent back to Catering QBO and used in subsequent transfers.

When this invoice was transferring, the following items were added:

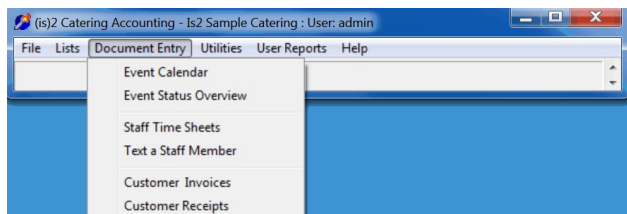


If sales tax codes are not found, the transfer will be attempted but will fail. In the future, QBO may allow the creation of sales tax codes. But not today.



Transferring A Customer Receipt To Quickbooks

All receipts created in the Event Calendar area are stored in the Customer Receipts tables. Go to Customer Receipts under the Document Entry menu.



From the Customer Receipts Browse screen, customer receipts may be transferred to your QuickBooks Online database file.

Customer Receipts - Entry Browse

Receipts Entry Receipts Reports Post Receipts Quickbooks Receipt Printout Exit

Lookup Characters Equal (= x) Like (%x%) Like (x%) Starting Date Ending Date

Lookup By By Customer Number Show Ready To Transfer Only Show Receipts With No QB Ids

Perform Query

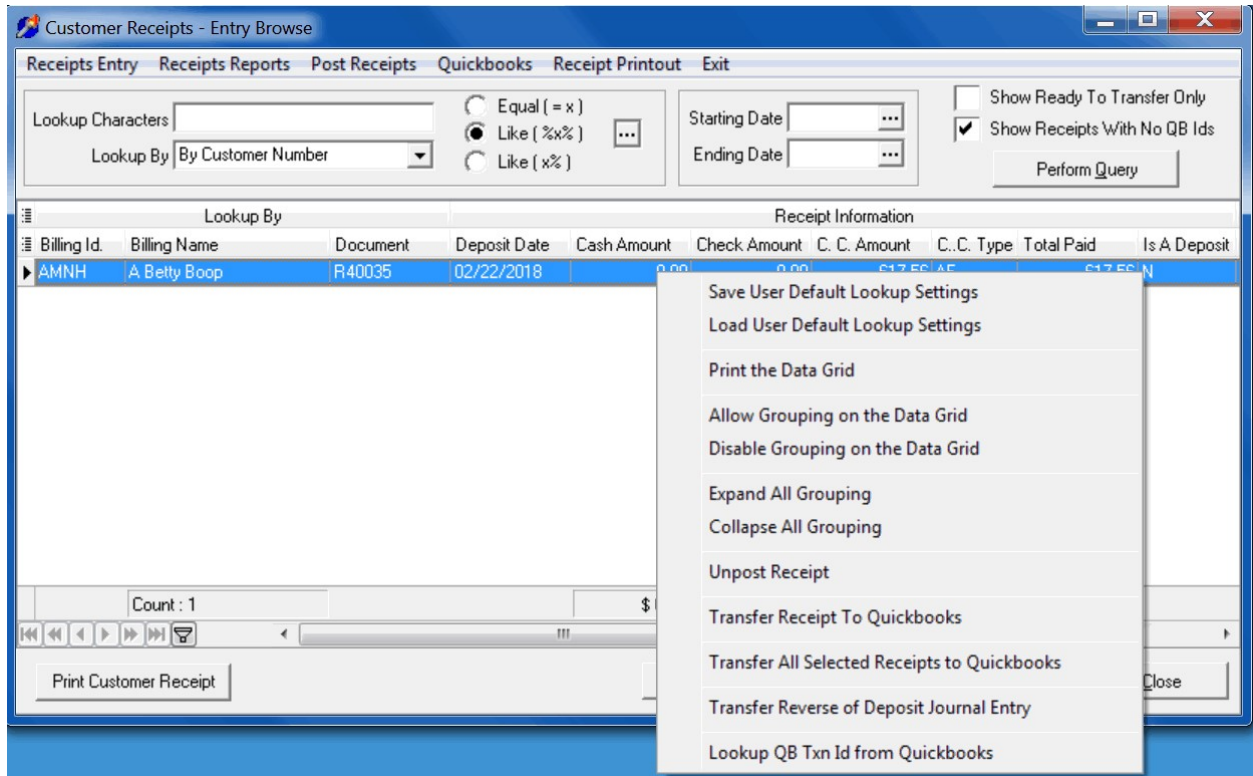
Lookup By			Receipt Information						
Billing Id.	Billing Name	Document	Deposit Date	Cash Amount	Check Amount	C. C. Amount	C..C. Type	Total Paid	Is A Deposit
AMNH	A Betty Boop	R40035	02/22/2018	0.00	0.00	617.56	AE	617.56	N

Count : 1 \$ 0.00 \$ 0.00 \$ 617.56 \$ 617.56

Print Customer Receipt New Edit Delete Close

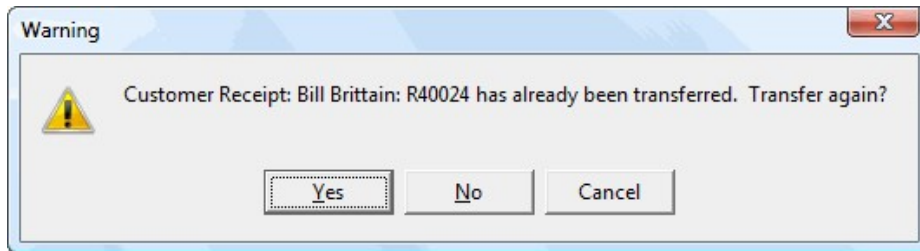
First, select the receipt you wish to transfer.

Then right-click on the data grid within the Customer Receipt browse screen to show the popup menu.



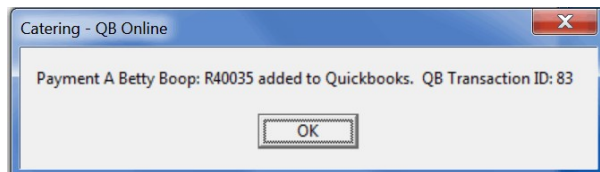
Choose Transfer Receipt To QuickBooks to begin the transfer.

If the payment has been transferred previously, a warning message will appear.



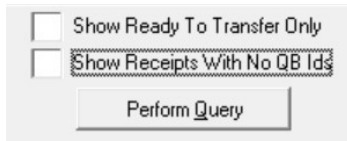
Click on the Transfer Receipt button at the top right to begin the payment transfer to QuickBooks.

If the customer receipt transfers without problem, it will create a new customer payment in QBO and a transaction id will be returned that will be the QuickBooks Transaction ID for this document.

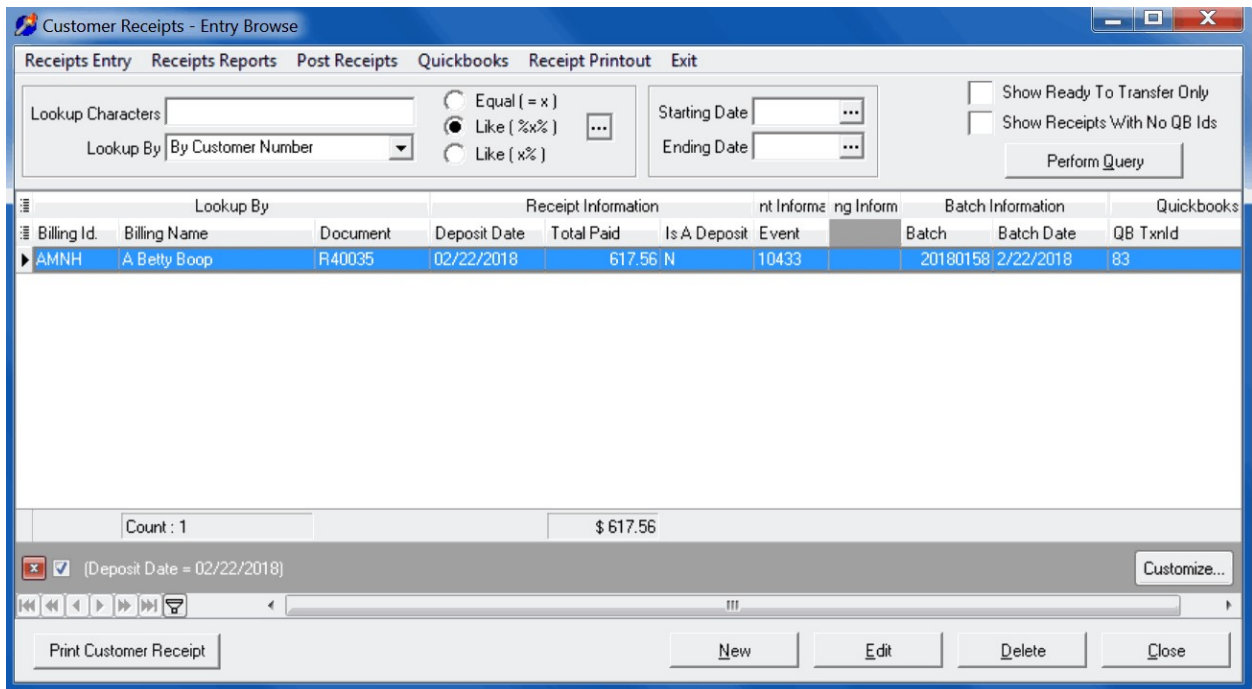


You may click on the OK button to return to the Customer Receipt Browse screen.

When the receipt is transferred successfully, it will normally be removed from the list of receipts needing to be transferred. Uncheck the Show Receipts With No QB Ids to see all the receipts that have already been transferred.

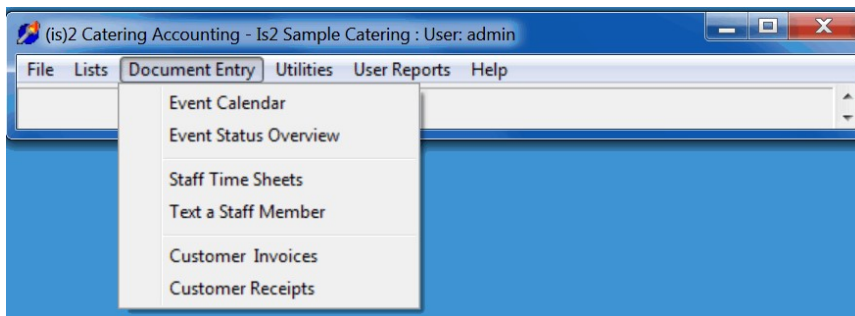


By scrolling the screen to the right, you can determine if a customer receipt has been transferred. The QuickBooks Transaction ID that was stored off is shown as the last data column.

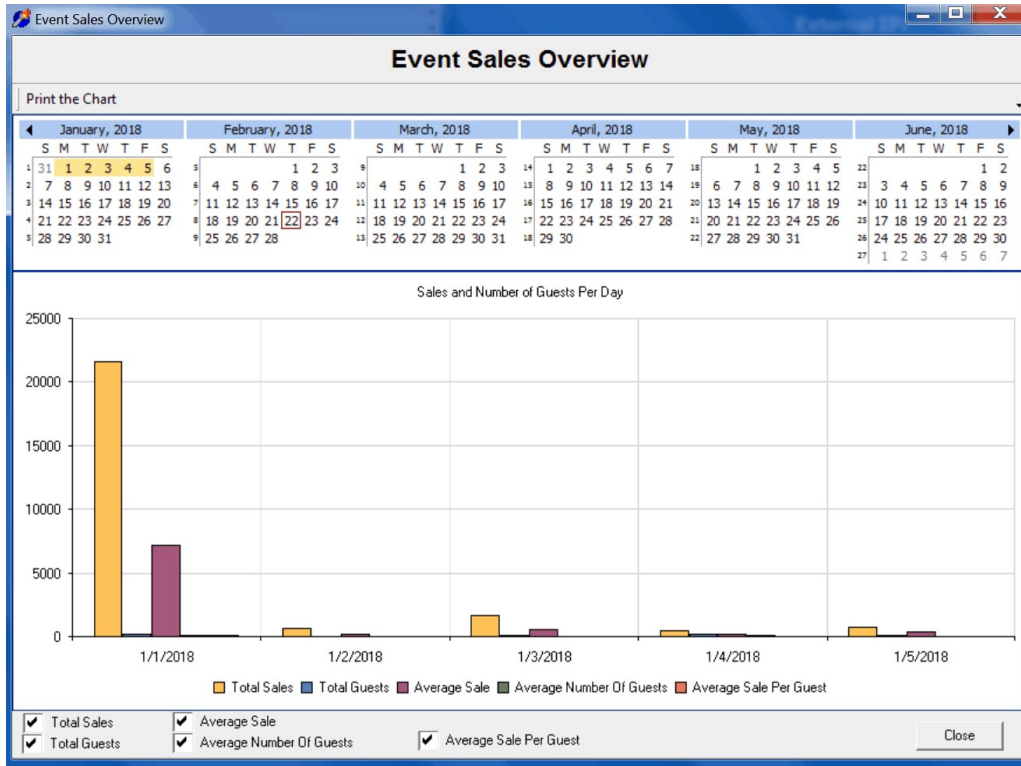


Using the Event Sales Overview

The event sales overview area will give company executives a quick graphical overview of event operations. Access this area by clicking the Event Sales Overview menu option under Document Entry off the main menu.



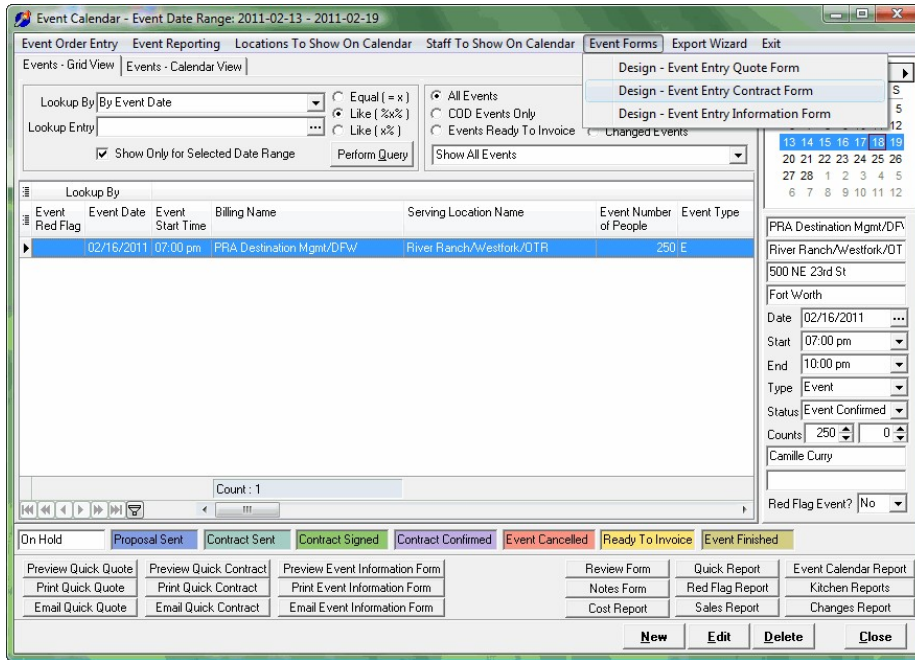
The event sales overview screen will appear. To view sales for a specific date range, choose the date range on the calendar navigator located at the top of the screen. You may choose individual days, weeks, or months, and / or combinations of weeks and months.



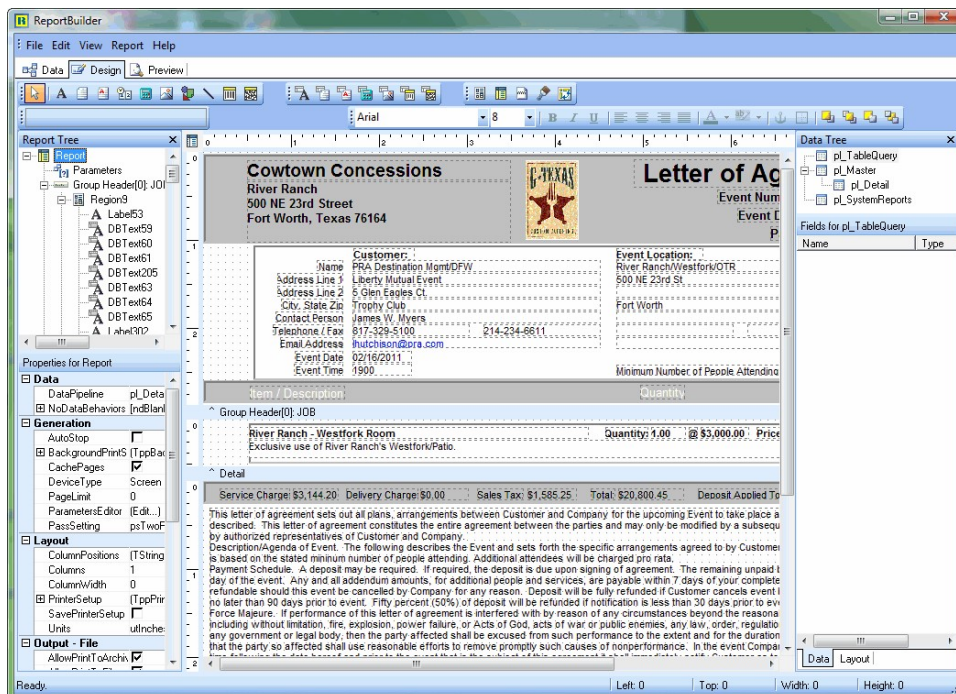
You may check or uncheck the graphed items at the bottom of the screen to view only certain items at a time. For example: if you uncheck all but Average Sale you would only see the graphing of the average event sale per day.

How To Modify A Event Calendar Contract Printout

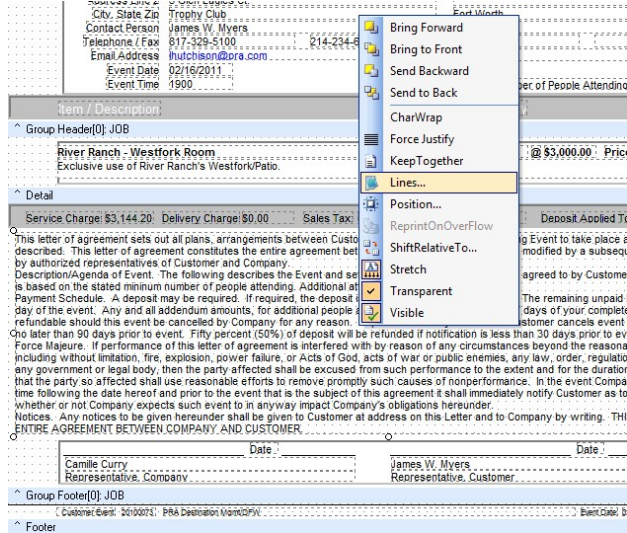
1. Go to the Event Calendar area, select an event. At the top right of the Event Calendar screen, choose Design – Event Entry Contract Form from the Event Forms menu option.



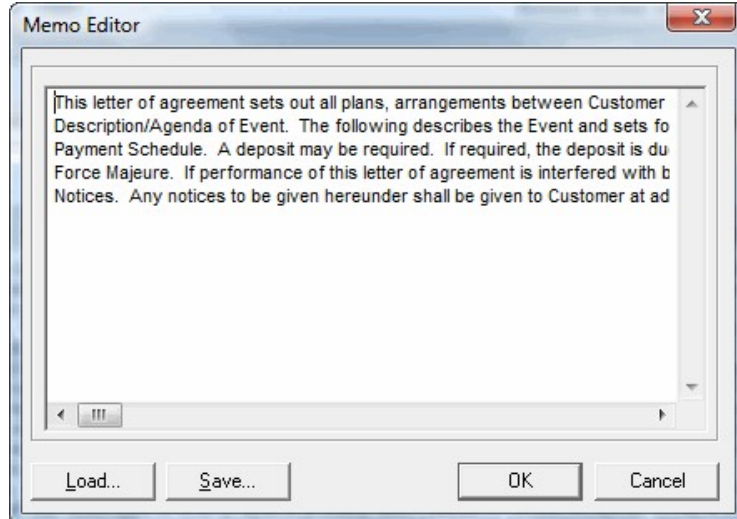
2. The Report Builder editor will then show. Data from the selected event will show in the data fields on the report.



3. At the bottom of the report, just below the Detail line, you will find the memo area which contains the contract language of the contract form. Right-click on the memo area and a popup menu will show. Click on the Lines option.



4. The memo area editor will appear. Here you will make your wording changes. Click OK when finished with your changes.

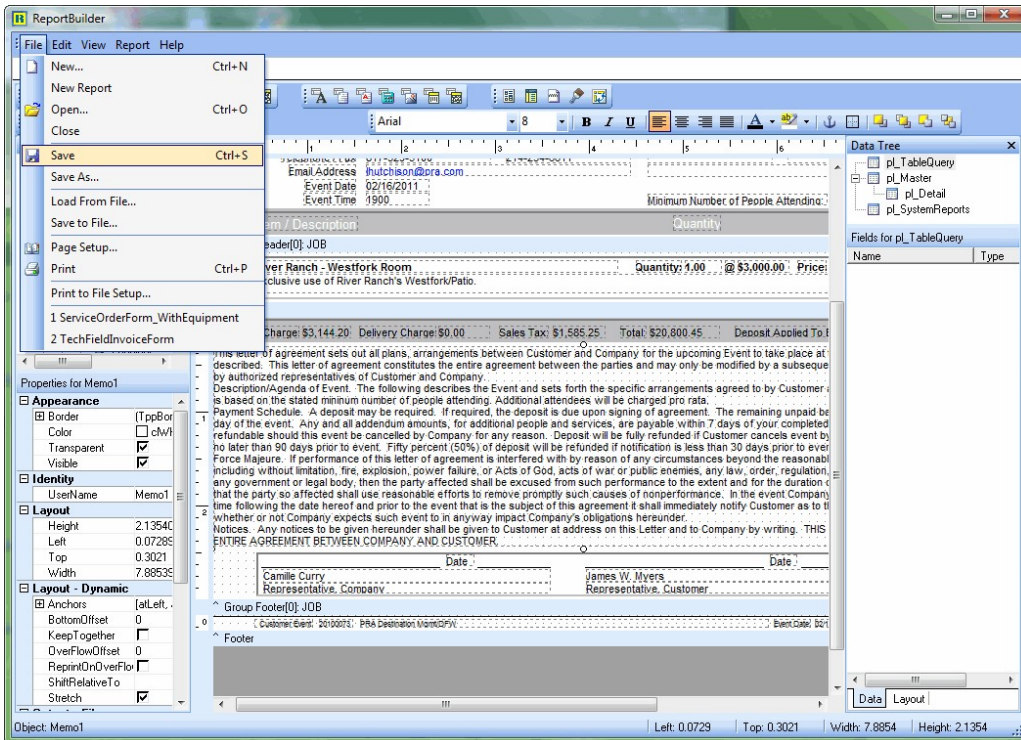


5. Now that your changes are made, check the onscreen view of the memo to make sure the memo lines still fit within the layout of the report. Otherwise modify the language to fit. The memo area can be made larger but then the group footer band will need to be made larger. Changes to the size of the bands can cause ripple effects to the report layout.

If your changes do not fit correctly, please let us know and we will try to help after your memo text has been modified to what you need.

The report may be previewed to see how it will look when printed.

- Now you will need to Save the report so that the layout changes will be retained. Click on the Save button under the File menu at the top left of the Report Builder screen. You will need to be on the Design tab to save the report, not on the Preview tab.



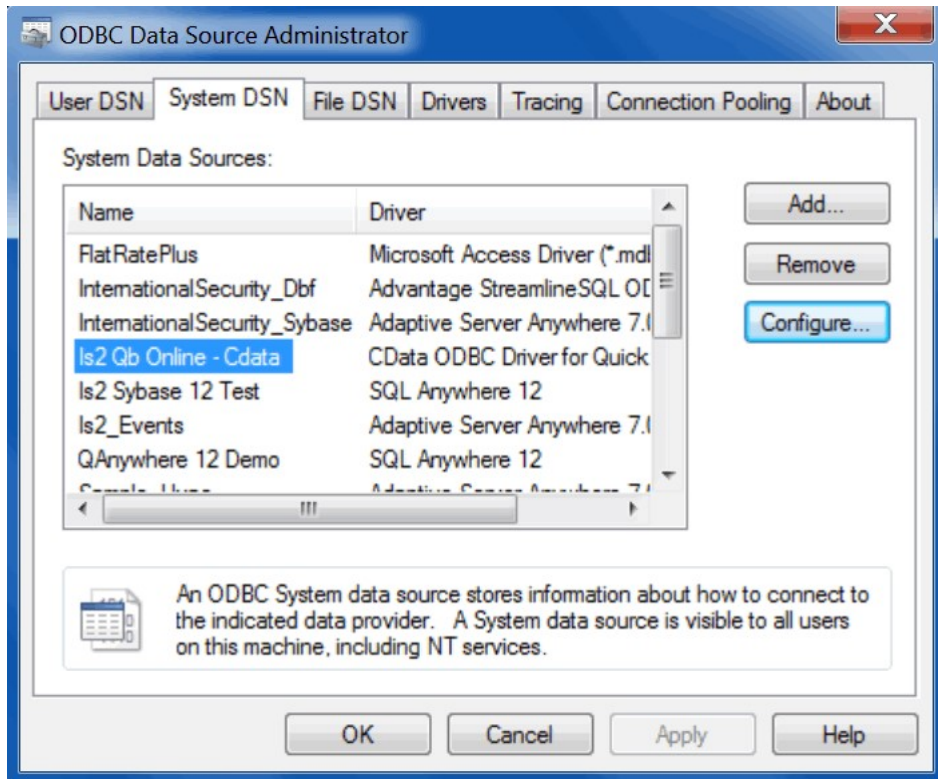
- Your contract form layout has now been saved to the Report Template database table and will now be available to all users.

If any questions or you are undecided about the layout changes, just do not save the report and the original report will be recalled the next time you print or design the form.

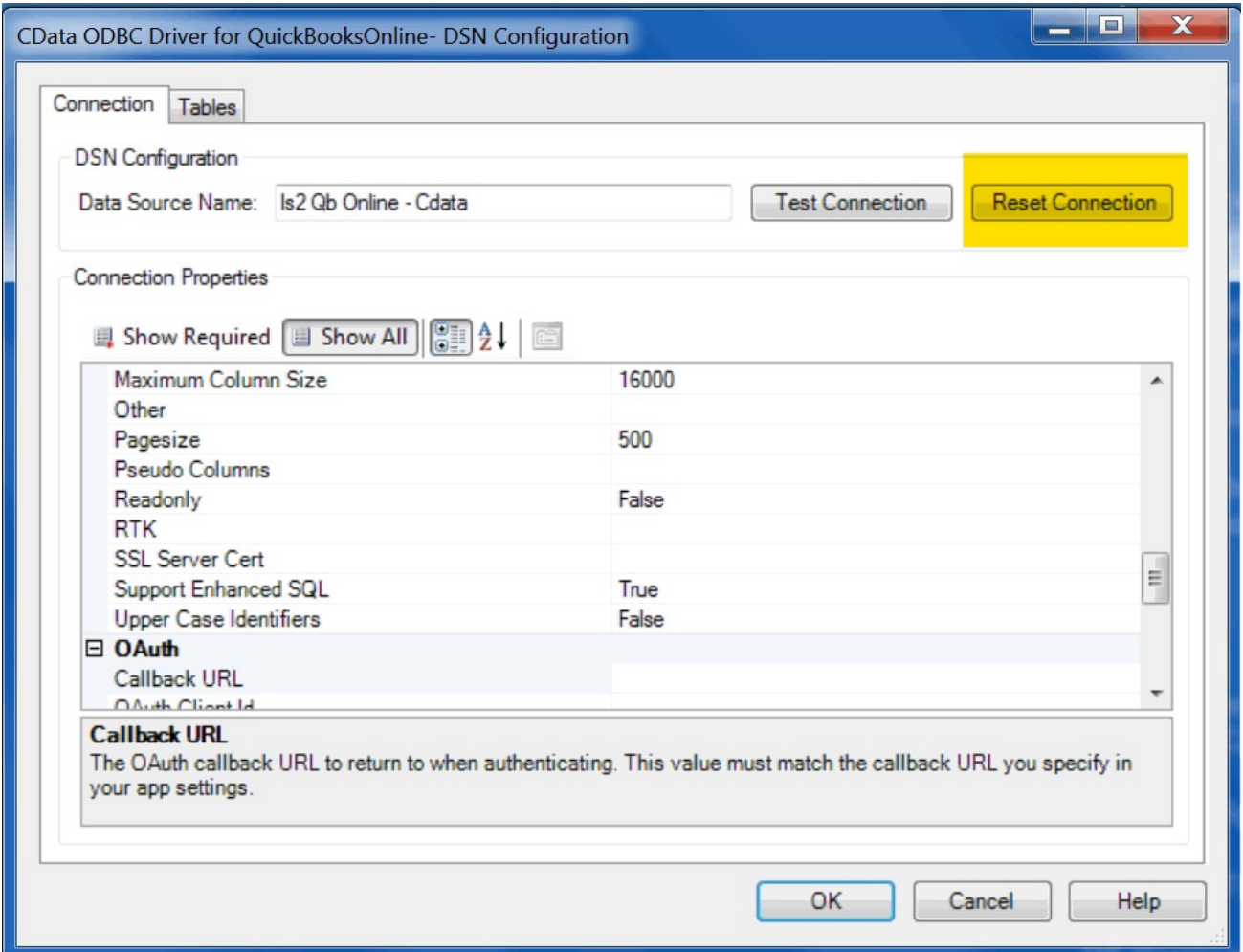
Setup the CData QuickBooks Online ODBC Datasource

You will need to set the connection on the ODBC Data Source.

- Go into the ODBC DataSources on Windows. Choose the Is2 QB Online connection for Cdata. It may be named slightly different possibly. Click on the Configure button.



2. On the datasource window, Test or Reset The Connection.

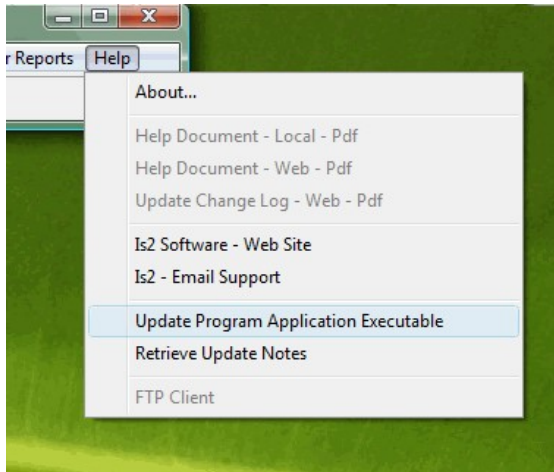


3. You will need then to enter your login information for QuickBooks Online.

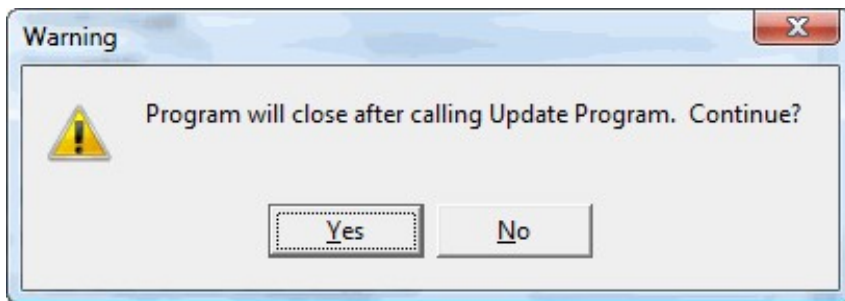
4. And then Ok to allow the connection to QBO. Be sure and answer Ok to all the dialog windows.

Instructions for updating the Catering QBO program.

1. You may update the Catering QBO program either by choosing the Help – Update Program Application Executable or by running the Update Program from the Catering Central directory where it is installed.



2. A question dialog screen will appear asking if you wish to run the Update program. Click on the Yes to continue with program update.

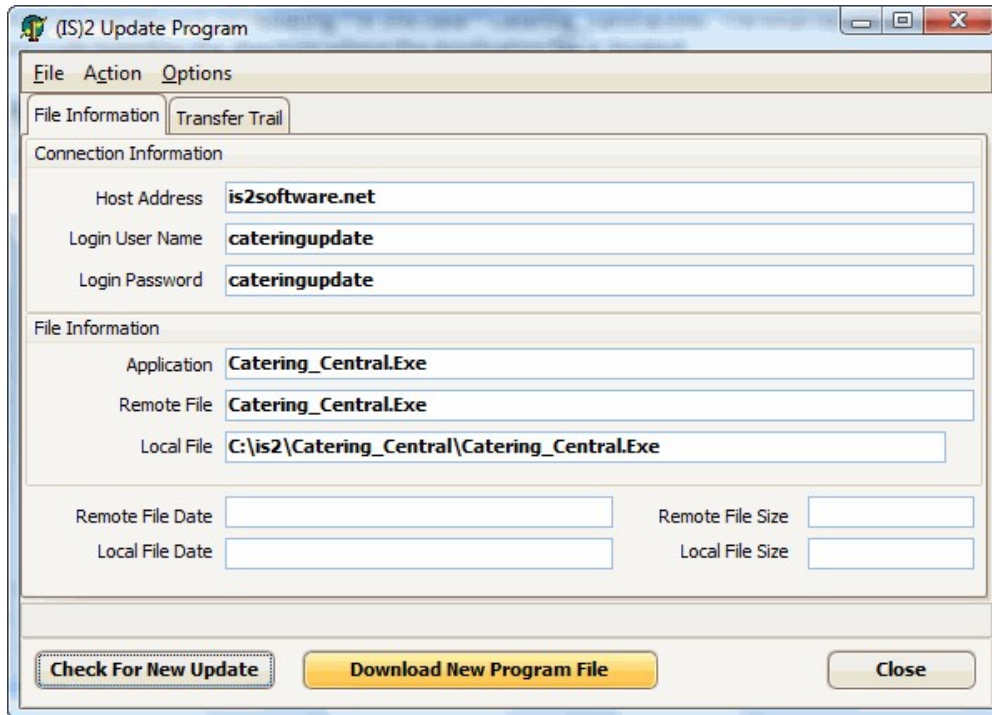


3. The Update Program screen will appear.

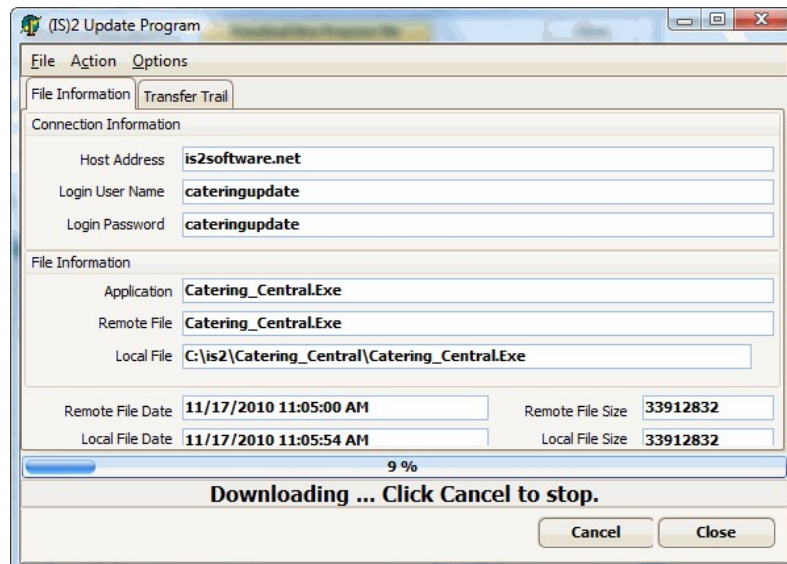
Please fill out the Host Address, Login User Name, and Login Password to be the same as appears below.

The Application and Central File name should match the program that you will be updating – in this case – Catering_QBO.Exe.

The local file will be generated internally based on the directory where the Application file is located.



3. Click on the Download new Program File button to start the download of the newest update. On the first run, you may need to answer to the question from Windows to Un-Block the application to allow the transfer to occur. The application executable file will be overwritten with the new file.
4. A progress bar will show at the bottom of the screen as the download occurs.



5. Close the update program and click on the Catering QBO icon to start the application with the new update.

Instructions for downloading and installing the new Update Program.

If your install is an older install, there is a new update program which uses a ftp transfer protocol instead of http so we do not have to deal with the http security measures enacted with the latest Windows update service packs.

1. Go to the website. www.is2software.com
2. Choose the Catering – Trial Downloads page.

Catering Program Downloads

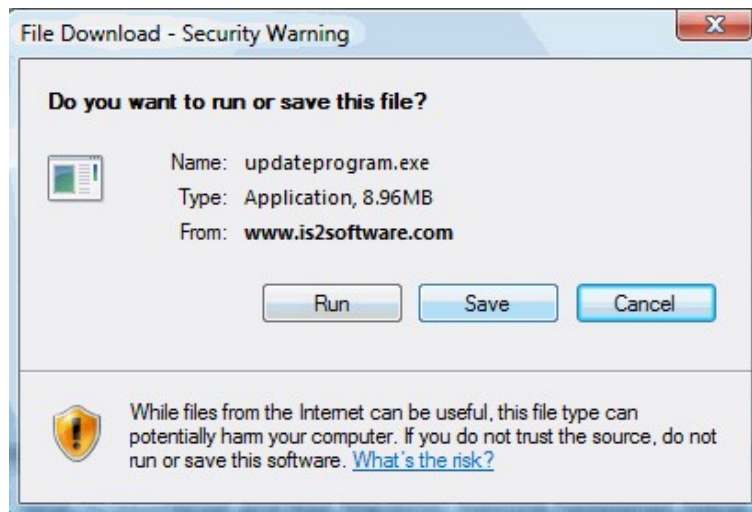
You may download a fully operational copy of the Catering Central Office program to determine if the program fit your company's needs.

There is no time limit placed on the executables. The only limitation is that you will only be connecting with our datacenter in Dallas, Texas to the Catering Sample company to access and store your data.

A word of caution. With your testing, you will be viewing and entering data that will also be viewed by other companies wishing to perform a trial test. So please do not enter sensitive data that you do not wish other companies to see.

Application Program To Download	Version Date
Catering Central Office - Setup Program	2010.11.17.1
How to download and run the Catering Central Setup program	
Catering Central Office - Executable Only	2010.11.17.1
Catering Central Update Program - Setup Program	2009.9.4

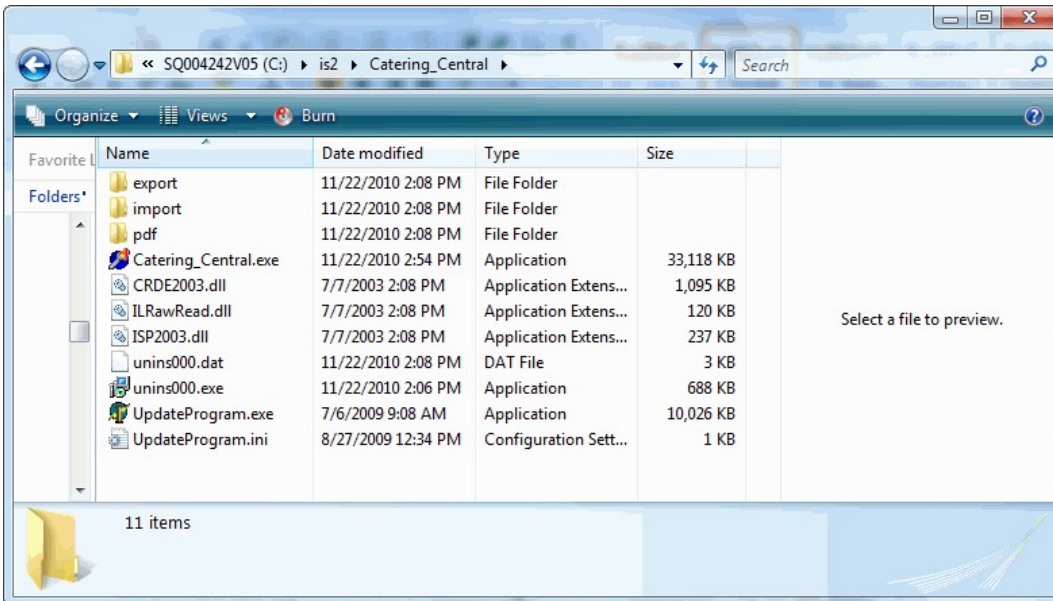
3. On the Catering Downloads page, click on the Update Program – Executable Only which is at the bottom of the page.
4. A run or save file dialog box will appear. Choose the Save button to save the file to your local drive.



5. You will need to save the file to the directory where the Catering QBO was installed.

Normally, this is in the \Is2\Catering_QBO for the program.

You may need to overwrite the existing program with the new one. Answer Yes if the overwrite is needed.



The Update Program is normally run from the Help – Run Update Program menu option but it can also be run by itself.

For each program, the Update Program uses a different set of parameters for the downloading of the appropriate updates.

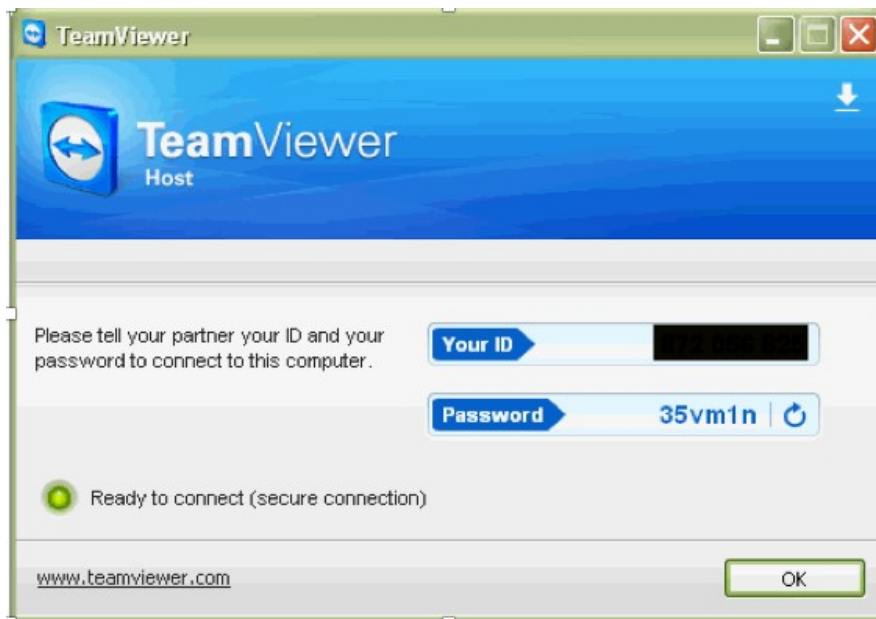
TeamViewer Remote Control Support Application

The TeamViewer application is used by Is2 Support to provide onsite support to our customers from a remote location (usually our home office). This application allows us to remotely control your desktop to install new programs, see exactly what problem you may be having with our program, or just help you in designing a report or updating a contract while showing you how a design change is done.

You can download the TeamViewer Host install directly from our website at www.is2software.com

1. Go to the Catering Office page.

2. On left side of Catering Office page, there is a menu about a quarter of the page down, across the page. Click on Downloads.
3. At bottom of Downloads page is a link for the TeamViewer 7 Remote Control download. This is an install for the TeamViewer Host.
4. Run the install. There is an option to start TeamViewer upon each startup of the machine. Most people answer “No” and start the TeamViewer only when they need it. You will give each machine install a password. I would use the same password for all installs.
5. At end of TeamViewer install, please note the ID for the TeamViewer. Leave that screen up.



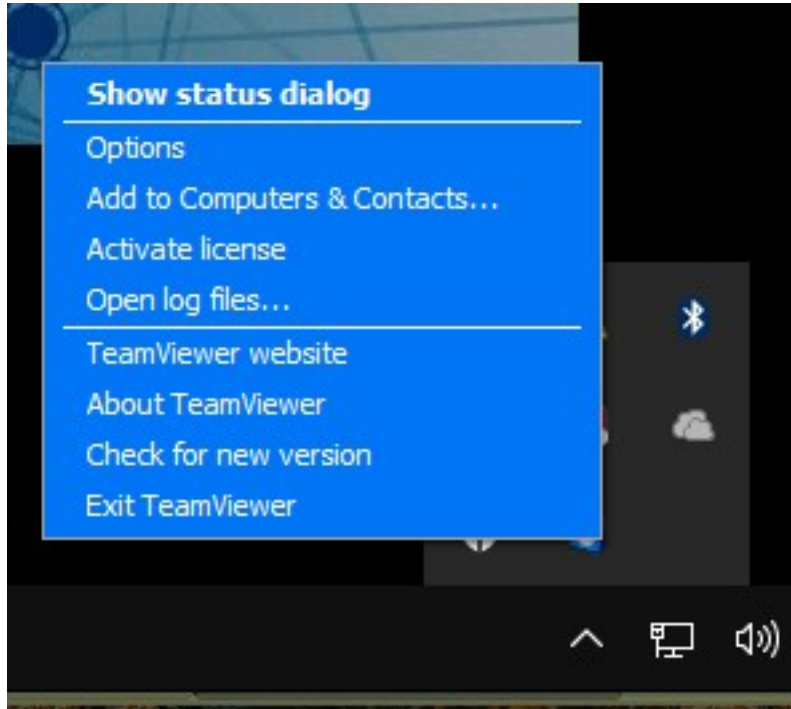
On the host screen, an random automatically generated password is shown that can also be used. This option may be disabled if you wish.

Setting the TeamViewer 7 Host options for the host password

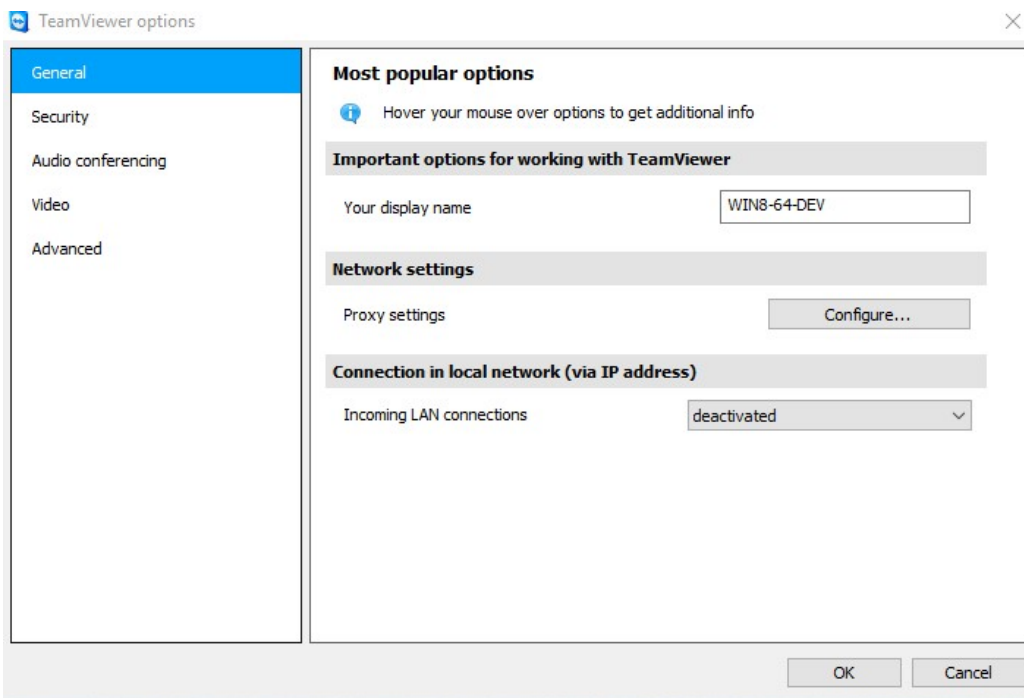
1. Right click on the TeamViewer 7 Host icon on the right side of the Windows taskbar. In Windows 10, it may be under the Hidden items on the task bar.



You will see a list of options to choose from. Choose the Options selection.



- Once Options is chosen, you will see the TeamViewer Options screen. It will come up on the General options. Choose the Security option screen from the list on the left.



- On the Security screen, it will show the password that you entered but it will be unreadable of course. Enter a new password that we will know today. Such as

“bar1234”, your “Bar1” 3 times. Or “Bar2000Bar”. You may need to adjust the Password Strength to allow you to enter what you want.

