

Steps to setup paper bag fee

1. Back Office → Item → Category: create new category with Sales Type = Non-Sales and Modifier Type = N

Code	MI
Description 1	Misc
Description 2	Misc
Description 3	
SalesType	Non-Sales
Modifier Type Default	N (For Subcategory)

(L - Liquor B - Beverage F - Food etc)

2. Back Office → Item → Sub Category: create new sub category associated with Non-Sales category from step 1, Modifier Type = N and check GST and PST checkbox

Code	CUP	<input type="checkbox"/> Repeat Last Round
Category	Misc	<input type="checkbox"/> Sum Items On Receipt
Description 1	Single Use Fee	<input type="checkbox"/> Include in Auto Guest Count
Description 2	Single Use Fee	<input type="checkbox"/> Require Guest Number
Description 3	Single Use Fee	
Menu Color		Tax Discount Printer G/L Account
Size Table		Taxable
Modifier Type	N	<input checked="" type="checkbox"/> GST
Order Priority	0	<input checked="" type="checkbox"/> PST
		<input type="checkbox"/> LQT

- Back Office → Item → Enter/Modify Item: create new item belongs to sub category added on step 2 with price of \$0.25

Code: BAG

Description 1: Paper Bag

Description 2: Paper Bag

Description 3: Paper Bag

Subcategory: CUP

Item Type: Normal

Status: Active

Buy X Get 1 Free

Batch #

Qty Available / Day: 0.00

Required Item

Minimum Order Qty

Buttons: Combo, Sizes

Price

Zero Price (For Open Price: Leave it unchecked and set all the prices to 0)

Price 1	Price 2	Price 3	Price 4	Price 5
0.15	0.15	0.15	0.15	0.15

- Order Entry → Manager → Edit Menu Layout: add Paper Bag Fee item onto menu layout

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Manager Function

Business Date: Jan 05, 2022

Bill Status	Sales Summary	Edit Menu Layout
Cashier Close	Sales Summary Report	Order Card Menu
Server Sales	Item Sales	Assign Drawer
Intermediate Sales		Open Drawer
Daily Closing	Activate / Renew FD Customer	Display Time Clock
History	Update Training	Server Sales Summary
Packer Report		
Labor Cost	Adjustment Report	

Buttons: Print, Instr, Transfer, Server, Floor Plan, Manager

- Select the menu, click sub cat on the left bottom for the sub category created on Step 3, select Paper Bag Fee item created on Step 3 and click [Add] button, then click [Save & Exit]

Add Menu Edit Auto Generate Set Default Delete Menu

MENU ▼

Copy

Item

#	Description 1	
BAG	Paper Bag	Pap
CUP015	Cup Fee for Single Item	Cup
CUP020	Cup Fee (Size for item)	Cup
CUP025	Waive Cup Fee	Wai

Add
Add All
Delete
Move Down
Add Subcat

10 Tea \$1.50

BAG Paper Bag \$0.15

OPEN002 Open Food (Stm Dimsum) \$0.00

OPEN003 Open Food (Fryer Dimsum) \$0.00

OPEN006 Open Food (Congee) \$0.00

Sub Category

#	Description 1	
1091	Rice	
1040	Rice/Noodle	
1080	Seafood	
1094	Seasonal Fresh Fruit	
CUP	Single Use Fee	
1060	Soup	

Add
Add All

~~ End ~~