



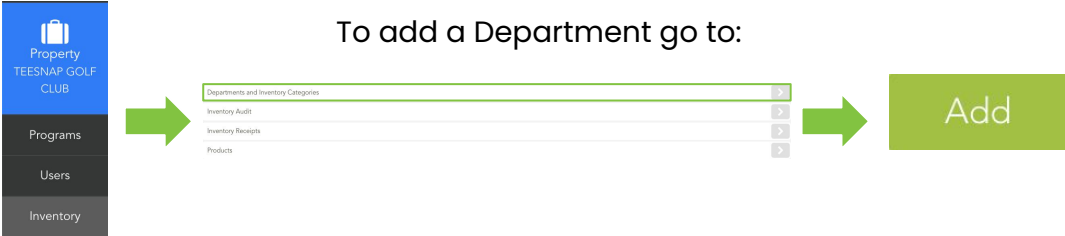
How To Set Up the F&B Section of Teesnap.

Step by Step Guide

To set up the F&B section of Teesnap, you'll need access to the [Teesnap Admin Portal](#). If you have not received a setup email to log in to the Admin Portal or have any questions about the setup process, contact a Teesnap Representative

Step 1: Create Departments

To add a Department go to:



Sales Summary: 4/1/2022 to 4/23/2022

Rollup Group Lvl 1	Rollup Group Lvl 2	Quantity	COGS	Gross Sales	Promo Discounts	Other Discounts	Refunds	Net Sales
Events	-	99	-	\$6,801.55	-	-	-	\$6,801.55
Membership	-	7	-	\$634.00	-	-	-	\$634.00
Proshop	-	2,321	\$2,760.37	\$84,877.33	(\$4,484.47)	(\$1,936.34)	(\$586.80)	\$77,869.72
Restaurant	-	3,163	-	\$35,343.73	(\$404.70)	(\$169.18)	(\$11.09)	\$34,758.76
	Bev Cart	273	-	\$1,239.22	(\$0.28)	-	-	\$1,238.94
	Half Way House	642	-	\$2,635.82	(\$5.47)	-	-	\$2,630.35
Grand Total		6,505	\$2,760.37	\$131,531.65	(\$4,894.92)	(\$2,105.52)	(\$597.89)	\$123,933.32

iPads, unlike desktop terminals, are not restricted to a department or location at the facility. The same iPad can be used in the Proshop, on the Beverage Cart, or in the Snack Bar. Employees will “tell” the iPad where the sales are coming from by choosing a department during the login process.

10:18 AM - Sun Apr 24

Select Department

EVENTS

MEMBERSHIP

PROSHOP

PROSHOP STARTER/RANGER

RESTAURANT

RESTAURANT BEVERAGE CART

CANCEL

NEXT

In the example report below, a 6 Pack Special was available for sale in the Pro Shop, Restaurant, Snack Bar, and on the Beverage Cart. The “Department” and “Product/Rack Rate” rollup groups in reports shows how many 6 Pack Specials were sold in each location.

Sales Summary: 4/2/2022 to 4/23/2022

Rollup Group Lvl 1	Rollup Group Lvl 2	Rollup Group Lvl 3	Quantity	COGS	Gross Sales	Promo Discounts	Other Discounts	Refunds	Net Sales
6 Pack Special - Cans	Proshop	-	77	-	\$1,148.84	-	-	-	\$1,148.84
	Restaurant	-	22	-	\$328.24	-	-	-	\$328.24
		Bev Cart	21	-	\$313.32	-	-	-	\$313.32
		Half Way House	29	-	\$432.68	-	-	-	\$432.68
Grand Total			149	-	\$2,223.08	-	-	-	\$2,223.08

We suggest having one department for each location at the facility where F&B sales will be occurring.

Examples of Additional departments include:

- Beverage Cart
- Snack Bar
- Driving Range

You will need to assign a Parent Department when creating a new Department. We suggest using “Restaurant” as the Parent Department for any F&B Departments.

Departments can be removed from the iPad by clicking on the department and toggling “Hide on iPad.”

Cancel
Edit Department
Save

This department is a system default.

Name:

Pool

Parent Department:

None

General Ledger Code:

None

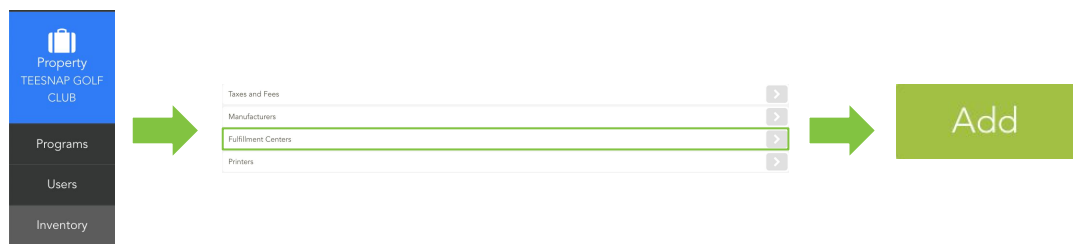
☐ Hide on iPad
 Edit Department

Step 2: Add Fulfillment Centers

If a food or drink product needs to be prepared, a fulfillment center must be assigned. We suggest adding a fulfillment center for each location at the facility where food/drink orders will be prepared by a chef or bartender.

Fulfillment Centers will also be used to set up your ticket printers. At most facilities, the name of the fulfillment center matches the location of the printer.

To add a Fulfillment Center, go to *Inventory - Fulfillment Centers - Add*



When adding a Fulfillment Center you can choose “Digital” or “Paper.” If you’re using a printer to print paper tickets, choose “Paper.” If you’re using the iPad as the fulfillment center, choose “Digital.”

Cancel

Edit Fulfillment Center

Save

Details

Products

* Name:

Bar

Status:

Type:

Active

Inactive

Digital

Paper

Step 3: Set Up Printers

If you haven't received your printers yet, skip this section for now. Remember, printers are ordered from a 3rd party company. Teesnap will not be sending printers to you.

Make sure to order the compatible printers from this link:

<https://shoppoportal.com/shoppo/product-category/teesnap/>

There are two types of printers:

Receipt Printers: [TSP654IIBI-24](#) Prints a physical receipt for the customer with purchase details.

Cloud Printers: [TSP 654II](#) Are for food/bar tickets.

A printer will NOT be able to print a purchase receipt for the customer AND a food/drink ticket. If you are preparing orders in the same location as you're handing customers a physical receipt (the bar for example). You'll either need to purchase two printers for that location or use the digital fulfillment center.



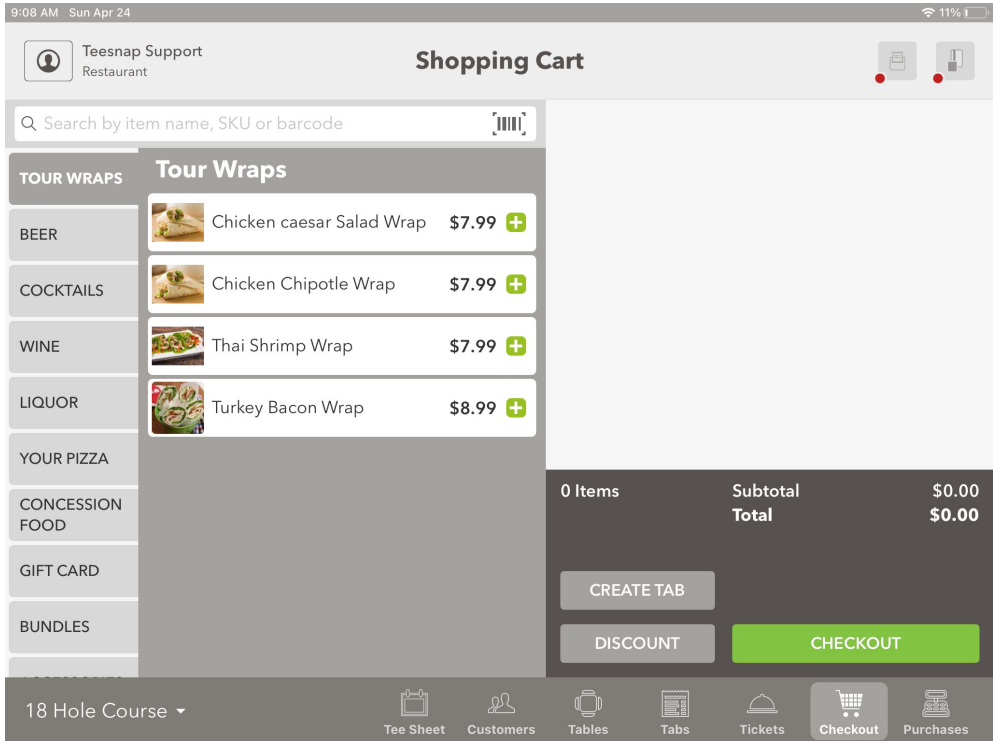
TSP654II Thermal Printer, Cloud
Prnt



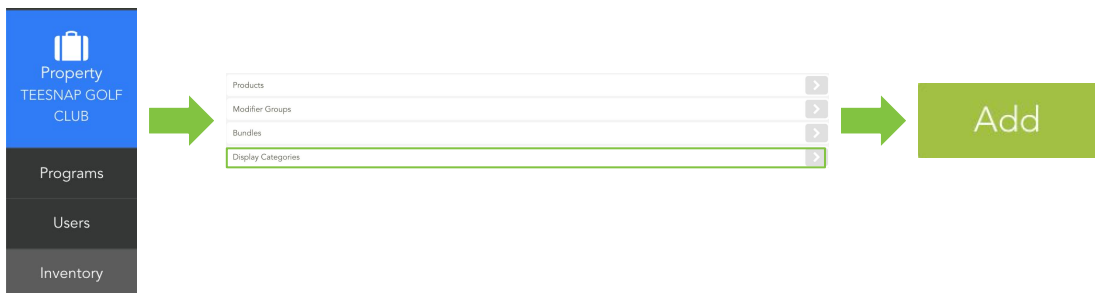
TSP654IIBI-24 Thermal Printer,
Bluetooth

Step 4: Add Display Categories

Display categories are used to organize products in the Shopping Cart Screen of the iPad. When a product is added to inventory, it must be assigned to a display category or it will not be available for sale in the checkout screen of the iPad.



To Add Display Categories, go to *Inventory - Display Categories - Add*



For a walkthrough of how to set up and re-order display categories, click [HERE](#)

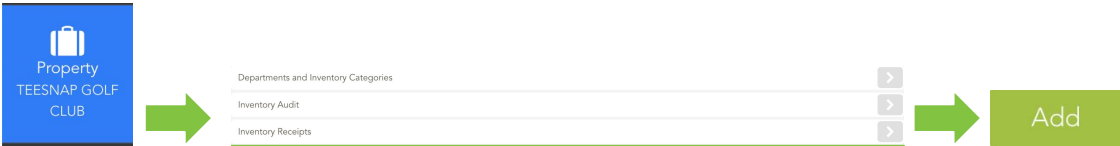
Note: You can also move a Display Category on the iPad by holding and dragging the category up or down the left hand side of the screen.

Examples of F&B Display Categories include:

- Beer
- Wine
- Appetizers
- Entrees

Step 5: Add Products (And Inventory Categories)

To add a product, go to: *Inventory - Products - Add*



Name	Inventory Category	Retail Price	Avg. Cost / Unit	Count
Chicken caesar Salad Wrap	Food & Beverage	\$7.99	N/A	N/A
Chicken Chipotle Wrap	Food & Beverage	\$7.99	N/A	N/A
Thai Shrimp Wrap	Food & Beverage	\$7.99	N/A	N/A
Turkey Bacon Wrap	Food & Beverage	\$8.99	N/A	N/A

Details Tab

[Cancel](#)

Add New Product

[Save](#)

Details

Configuration

Inventory

* Name: Add New Product

Fish & Chips

* Category:

Hot Entrees

* Retail Price:

12.99

Status:

ActiveInactive

Ticketable:

YesNo

Tax Included:

YesNo

Payout Eligible:

YesNo

* Fulfillment Center:

Kitchen

Name – The product name that will show up on receipts, reports, and tickets

Category – Choose an inventory category for reporting, accounting, and organizational purposes.

Retail Price – Price the customer will pay for the product

Status – Marking a product as inactive will remove it from the iPad and from the default inventory view

Ticketable – Products that need to be sent to a Fulfillment to be prepared by a chef/bartender

Tax Included – By toggling Tax Included to “Yes”, the retail price will be tax inclusive

Payout Eligible – Leave on “No” this is not for F&B products

Fulfillment Center – For Ticketable Items, a Fulfillment Center must be assigned

Once you’ve made selections for all fields in the details tab, move to the Configuration tab at the top of the “Add New Product” box.

Inventory Tab

SKU Code - Enter a SKU Code (if applicable)

Barcode - Barcodes can be scanned with the iPad camera but ONLY 12 digit UPC codes. We do not recommend using barcodes in Teesnap

Tax/Fee Group - Select the appropriate Tax/Fee Group for the product

Manufacturer - This is rarely used for F&B purposes

Assign GL Codes - Skip this section. GL codes are assigned to categories in Teesnap, not products

Product Unit Cost - Enter a product Unit Cost (if applicable)

Inventory - Do not Enter inventory counts in this section

Cancel	Add New Product	Save
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Details

Configuration

Inventory

SKU Code:

SKU Code...

Barcode:

Barcode...

Add New Product

Tax/Fee Group:

Teesnap Sales Tax

Manufacturer:

Select a manufacturer

Assign GL Codes:

Assignments

Product Unit Cost:


Product Unit Cost...

Inventory:

Add Inventory

Cost per Unit:

Entering Product Inventory Counts

To add inventory counts to the system, click the  button next to the product you are adding.

Enter the number of items you are importing, the total invoice cost, and the date received. This will generate an average cost per unit. This should only be done for inventory counts that need to be tracked in Teesnap. Most if not all F&B products will not utilize Teesnap inventory tracking.

* Count:

* Total Invoice Cost:

Cost per Unit:

\$0.00

Inventoried Average Cost:

N/A

* Date received:

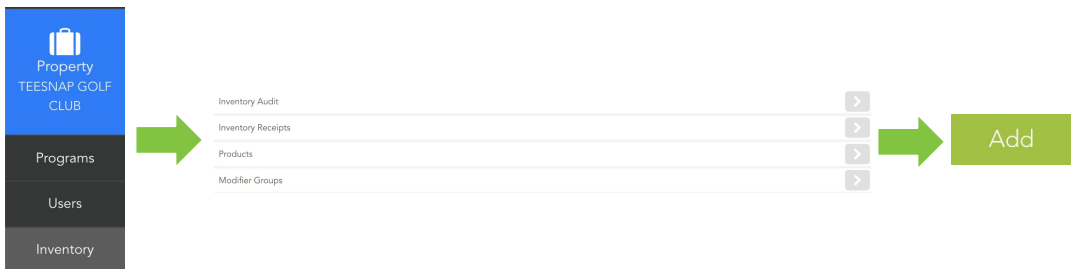
Reference #:

***To edit a mistake made when importing inventory, go to Inventory Receipts**

Step 6: Add Modifiers

Modifiers include predefined preparation instructions that must be communicated to kitchen or bar staff. While some Modifier Items like “Extra Cheese” may be priced, they cannot be rung up independently. In other words, Modifier Items must be linked to a menu item before they can be added to an order or customer check.

To add a Modifier, go to Inventory – Modifier Groups – Add



CancelAdd Modifier GroupSave

Details

Modifiers

*** Name:**

Products:

Start typing to get a list of possible matches or press down to select 🔍

Apply to All Products: ☐

Single select: ☒

Required: ☒

Click [HERE](#) for an article walkthrough of the modifier setup process

Step 7: Create a dining layout (if applicable)

If you're not using table or seat assignments for sit-down service, you won't need to use the Dining Option

Click [HERE](#) for an article walkthrough of how to set up the Dining Section

Once the setup is complete, contact a Teesnap Representative for feedback.



Congratulations!



Teesnap Support
support@teesnap.com

844 458-1032