Building BEOs in TripleSeat

Restaurants without Event Spaces

Category	Tax Group	Get SVC Charge?	Notes
Food	Sales Tax	Yes	
NA Bev	Sales Tax	Yes	
Liquor	LBW Tax	Yes	
Beer	LBW Tax	Yes	
Wine	LBW Tax	Yes	
Misc (Room Rental, Labor, AV rental, etc)	Sales Tax	No	
Service Charge (gratuitiy, not a revenue item)	None	n/a	

Hotels or Event Spaces

Category	Tax Group	Get SVC Charge?	Notes
Food	Sales	Yes	
NA Bev	Sales	Yes	
Liquor	LBW	Yes	
Beer	LBW	Yes	
Wine	LBW	Yes	
Room Rental	Sales	No	
AV, Rentals, Misc, Labor	Sales	No	
Service Charge (21%)	Sales	N/A	Revenue item, Taxed, Not distributed to employees
Parking	Sales	No	

Ringing up in Aloha

Restaurants without Event Spaces (Group Dining or Private Dining)

Item	Tax Group	Auto-Grat?	Notes
Chef's Menu (open $ item) x qty of people	Sales	Yes	This will always be same or higher than listed on BEO. If not everyone shows up, we still ring in whatever is on the BEO. If there is a special item that isn't normally sold on the menu, you'll use this button for that as well (since it's an open dollar button)
<Any Pre-Purchased LBW>	LBW	Yes	This could be carafes of Mimosas, welcome shots, or whatever
Labor/Misc	Sales	No	This could be AV rental, labor fee for dedicated server, room rental, or etc
Added items from Menu:			This is stuff they order that is outside of their BEO (drinks for people, additional food, etc)
Food	Sales	Yes	
NA Bev	Sales	Yes	
Liquor	LBW	Yes	
Beer	LBW	Yes	
Wine	LBW	Yes	

You would add 20% auto-gratuity

If paying via tripleseat, you would use the tripleseat payment method

If they paid a deposit in tripleseat, but will be paying the remainder with their card, you would:

Use payment type tripleseat for the deposit amount and then their credit card for the remaining balance

Hotels or Event Spaces

Item	Tax Group	Auto-Grat?	Notes
Event Food (Open $ Item)	Sales		This will always be what is listed on the BEO, or higher (if stuff gets added during the event)
Event NA Bev (Open $ Item)	Sales		This is whatever was consumed, or what is listed on the BEO.
Event Liquor (Open $ Item)	LBW		This is whatever was consumed, or what is listed on the BEO.
Event Beer (Open $ Item)	LBW		This is whatever was consumed, or what is listed on the BEO.
Event Wine (Open $ Item)	LBW		This is whatever was consumed, or what is listed on the BEO.
Room Rental (Open $ Item)	None		
AV Rental (Open $ Item)	None		
Event Labor (Open $ Item)	None		
Service Charge (Open $ item)	Sales		
Parking (Open $ Item)	None		

Cancellations

Not rung up in Aloha, $ collected via TripleSeat