

Food & Beverage

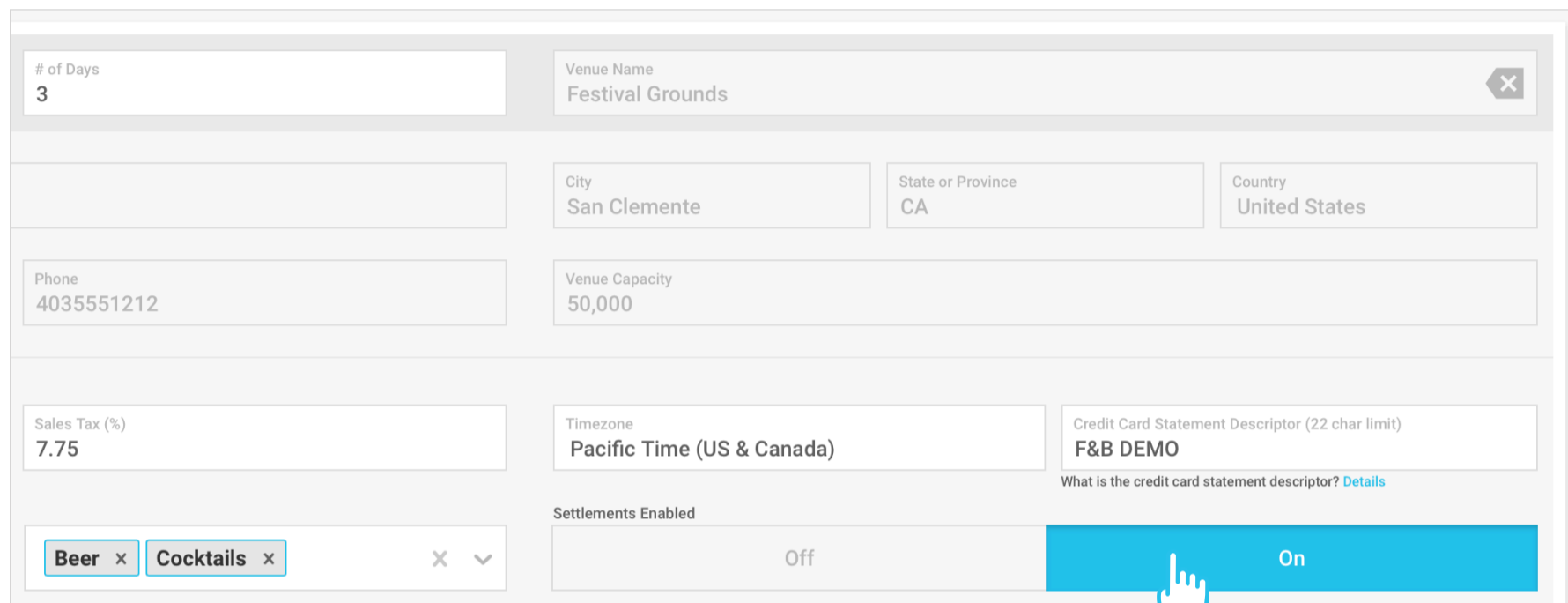
F&B Settlement User Guide

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Enable F&B Settlements

Enable F&B Settlements

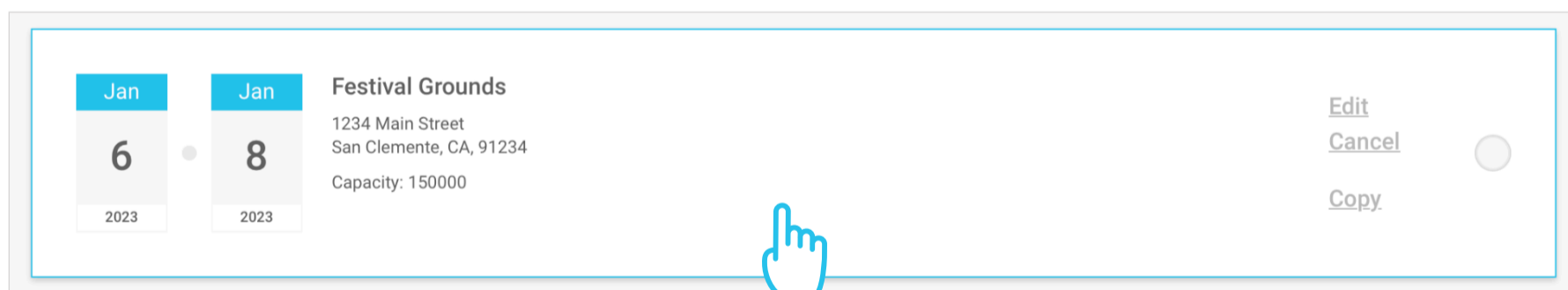
- On the **Events** page, create a new event by clicking **Add Event**
- Configure your event and enable Settlements
- If the event has already been created, edit the event from the **Events** page, then enable Settlements



The screenshot shows a form for configuring an event. The 'Settlements Enabled' toggle is currently set to 'Off' and is being clicked to turn it 'On'. Other fields include: # of Days (3), Venue Name (Festival Grounds), City (San Clemente), State or Province (CA), Country (United States), Phone (4035551212), Venue Capacity (50,000), Sales Tax (%) (7.75), Timezone (Pacific Time (US & Canada)), and Credit Card Statement Descriptor (F&B DEMO). There are also tags for 'Beer' and 'Cocktails'.

Access the Event

- Access the event to begin adding locations, menu items, and configure Settlements



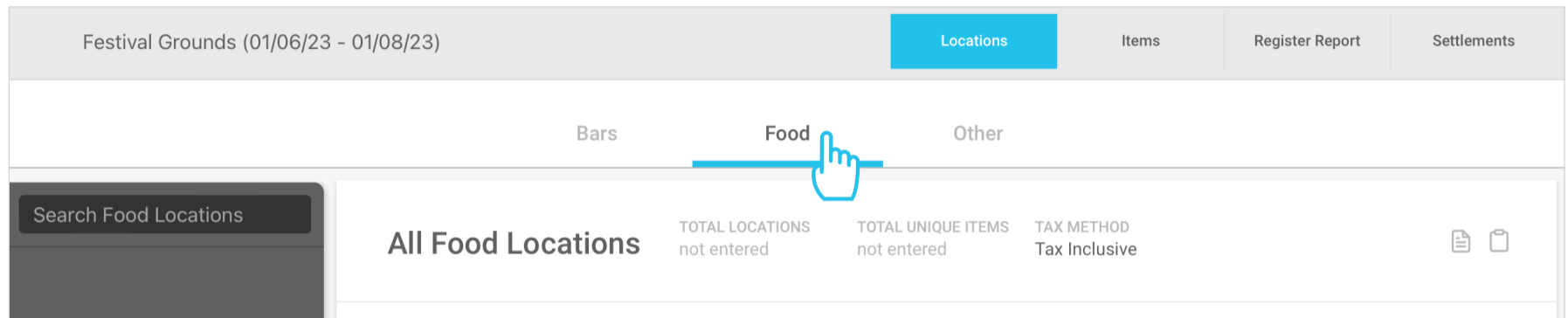
The screenshot shows an event card for 'Festival Grounds' scheduled for January 6-8, 2023. The card includes the venue name, address (1234 Main Street, San Clemente, CA, 91234), and capacity (150,000). There are buttons for 'Edit', 'Cancel', and 'Copy'. A hand icon is pointing to the event card.

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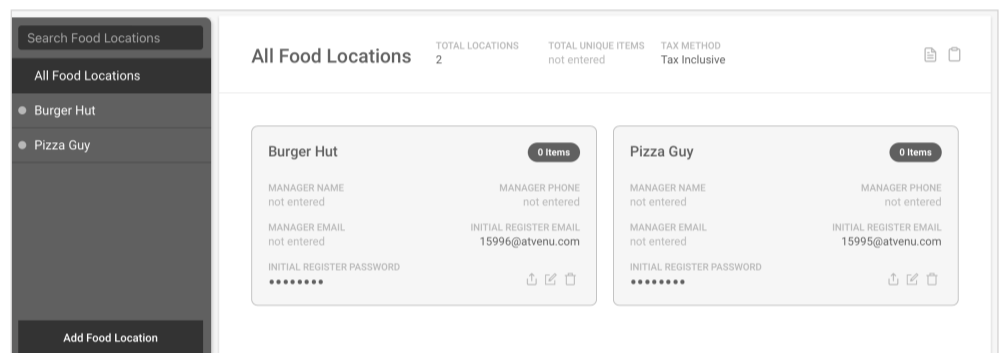
Add Locations and Create Settlement Groups

Add Locations and Create Settlement Groups

- Before adding or editing locations, first select a location type at the top of the page (*Bar, Food, Other*)



- Click the **Add Location** button from the side bar to add a new location
- To edit an existing location, Select a location from the side bar, then click the edit button in the upper right
- In the slide out panel, enter the location details, including: Location Name (required), Manager Name, Manager Phone, and Manager Email



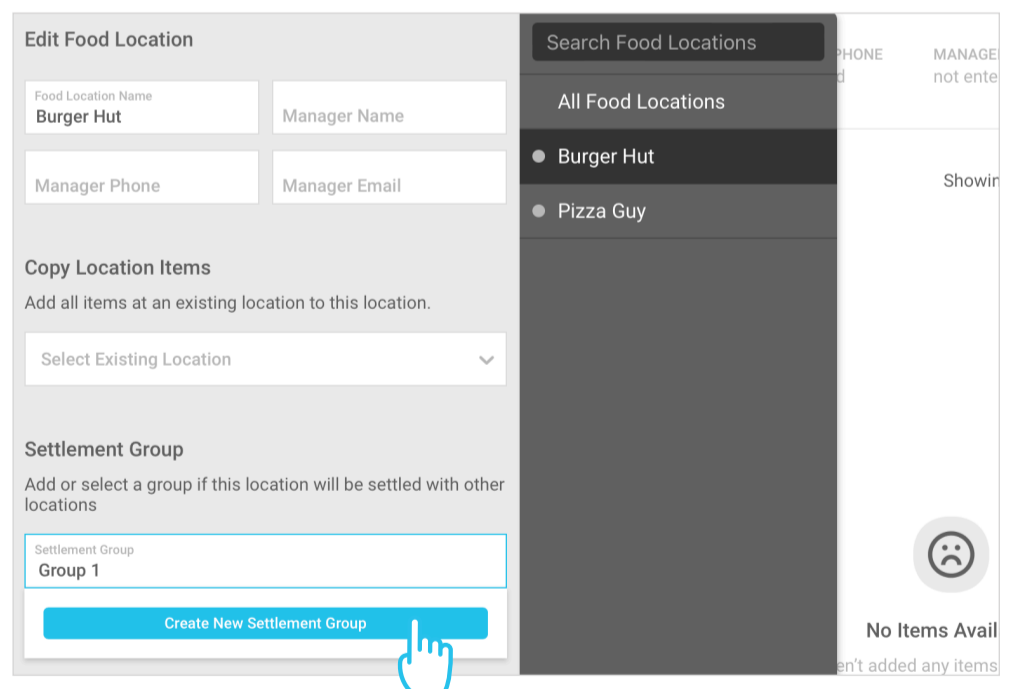
Create Settlement Groups

You have the ability to combine multiple locations into one Settlement group. To create a new Settlement group:

- Enter group name in the **Settlement Group field**, then click **Create New Settlement Group**
- Click **Save**

Add Location to an Existing Group

- To add a location to an existing group, edit the location, then click on the Settlement Group field, then select a group from the **Settlement Group** dropdown and click **Save**

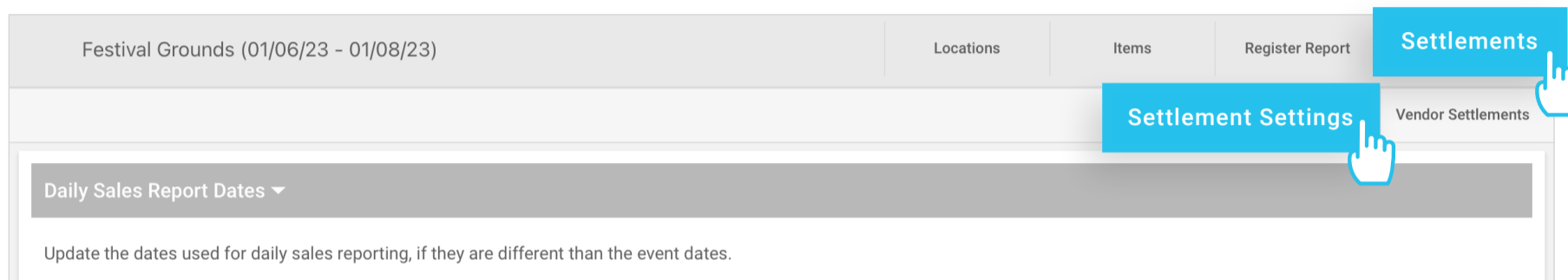


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Configure Settlement Settings

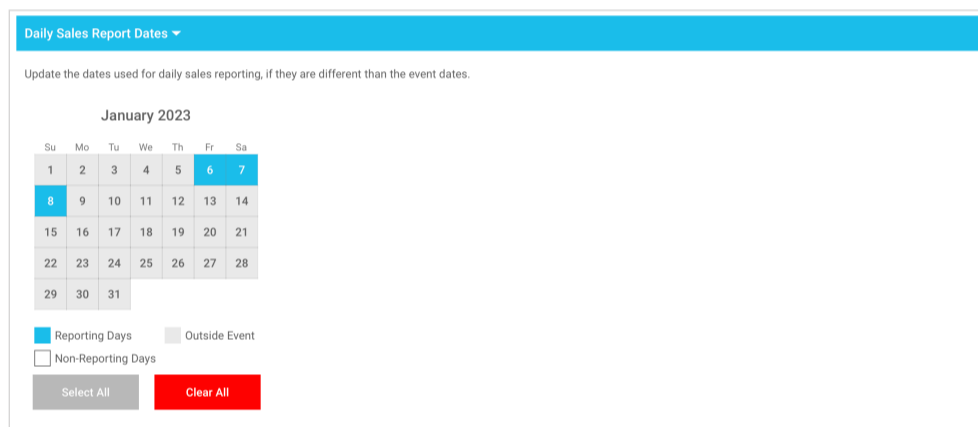
Configure Settlement Settings

- Once you have accessed the event, click the **Settlements** button in the upper right
- The page will default to **Settlement Settings**



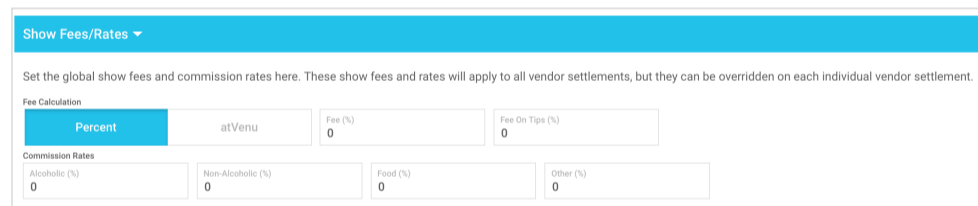
Configure Daily Sales Report Dates

- Update the dates used for daily sales reporting, if they are different than the event dates



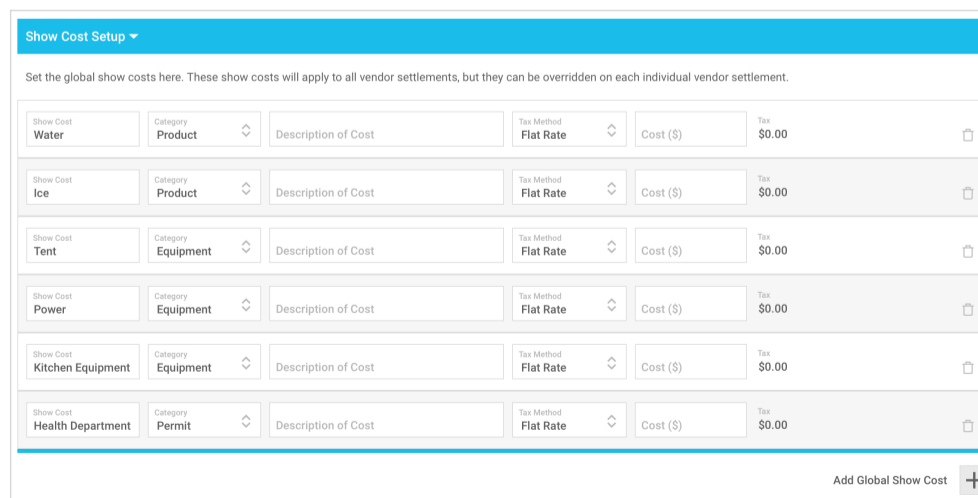
Configure Show Fees/Rates

- Set global show fees and commission rates
- Fees and rates apply to all vendor settlements, but can be overridden on each individual settlement
- Set the fee calculation to **Percent** to enter your own percentages, or set the fee calculation to **atVenu** to match your atVenu rate



Configure Global (Default) Show Costs

- atVenu will provide a default list of Show Costs which will apply to all individual Settlements
- Global Show Costs can be edited as needed in settings, but also on the individual Settlement
- For any of the global entries, edit title, category, add descriptions, change tax method, and enter cost amounts
- Click the **Trash Can** to delete an entry
- Click the **[+]** button to add an entry

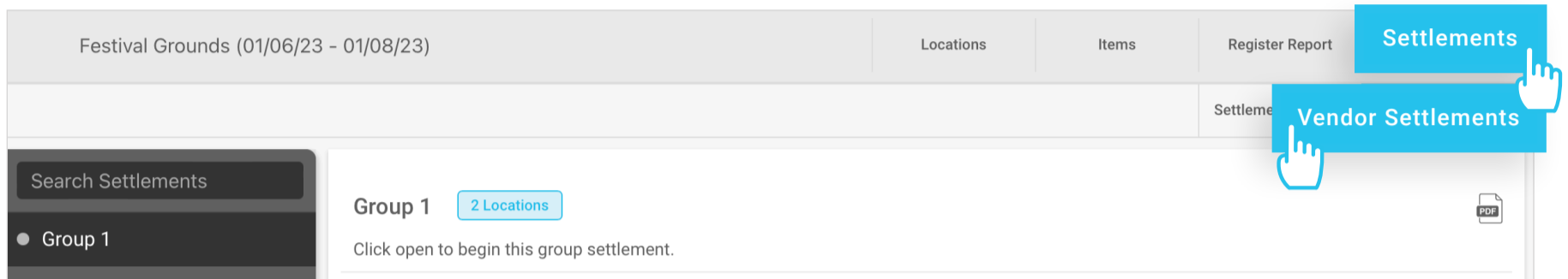


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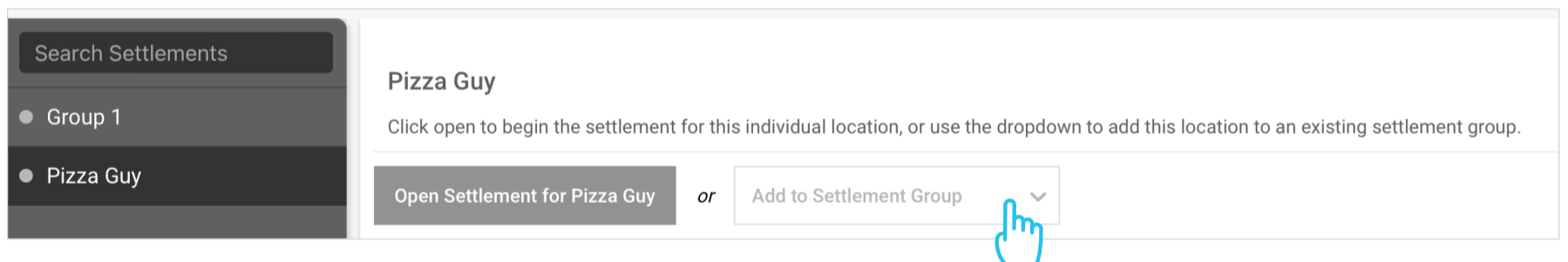
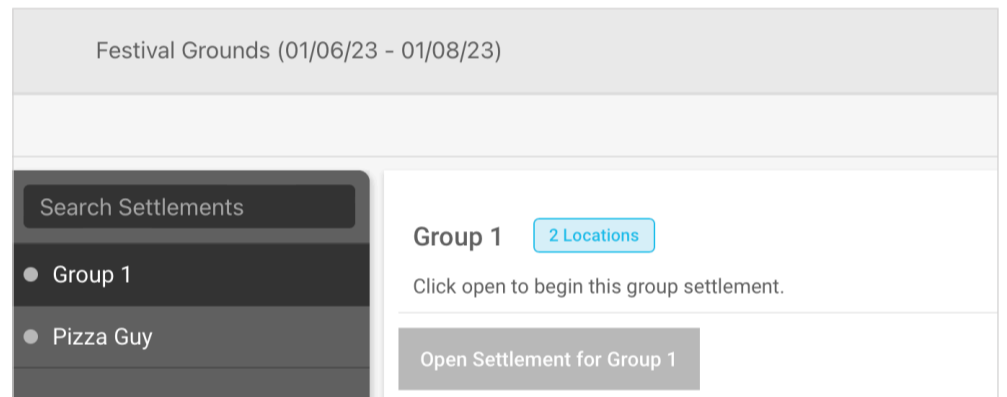
Access Settlements

Access Settlements

- Once you have accessed the event, click the **Settlements** button in the upper right
- Then click **Vendor Settlements**



- Select a location or Settlement group from the side bar on the left
- To load a Settlement for either a group or individual location, click the **Open Settlement** button
- You also have the ability to add individual locations to Settlement groups from this screen before opening the individual Settlement



F&B Settlement User Guide

Settlement Process

Event Info

- **Rep Name** and **Rep Email** must be saved in order to finalize the show Settlement. The vendor rep will receive a copy of your Settlement report
- Enter the **Vendor Tax ID** if available (*Not required to Settle the show*)
- Select Venue or Vendor for **Tax Retained By**. This will apply the calculated tax to the appropriate party in the Settlement
- Select Venue or Vendor for **Cash Collected By**. This will apply the Cash to the appropriate party in the Settlement
- Enter Deposit, Fee %, Fee on Tips %, and Commission Rates as applicable

Burger Hut 1 Location ● Settlement Started PDF

Event Info ▼

Settlement Group Name Burger Hut	Rep Name John Smith	Tax Method Tax Inclusive	Tax Number
Rep Email john@email.com	Rep Phone	Sales Tax 10.65%	Sales Tax Retained By Venue
Deposit Collected (\$) 200.00	Fee (%) 4	Fee On Tips (%) 4	Cash Collected By Vendor
Commission Rates			
Alcoholic (%) 30	Non-Alcoholic (%) 30	Food (%) 30	Other (%) 30



atVenu does not withhold or remit taxes on your behalf. Taxes are the responsibility of the Vendor or Venue/Festival who is retaining them.

Daily Sales

- The **Daily Sales** section details Expected Cash, Actual Cash, Credit Card Sales, CC Tips, Total Sales, and Over/Short

Tips are not included in the Credit Card sales

Daily Sales ▼ Over / Under: \$0.00

View By Date: Total ▼

Location	Expected Cash	Actual Cash	Credit Card Sales	Credit Card Tips	Wristband Sales	Wristband Tips	Waived Sales	Total Sales	Over / Under
Chicken Coop	\$457.00	\$457.00	\$17,215.00	\$2,551.72	\$17,216.00	\$2,689.47	\$0.00	\$34,888.00	\$0.00
Totals	\$457.00	\$457.00	\$17,215.00	\$2,551.72	\$17,216.00	\$2,689.47	\$0.00	\$34,888.00	\$0.00

Allocate Cash Over / Under to the below categories for commission rate calculations

Alcoholic (\$)	Non-Alcoholic (\$)	Food (\$)	Other (\$)	Amount Remaining
Alcoholic Tax \$0.00	Non-Alcoholic Tax \$0.00	Food Tax \$0.00	Other Tax \$0.00	\$0.00

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Settlement Process

Daily Sales *continued*

Enter Actual Cash

- Switch between total sales or daily sales, by selecting from the **View By Date** dropdown
- If Cash was collected at the event, you must enter cash totals for each day manually
- Actual cash is included in total sales

The screenshot shows a 'View By Date' dropdown menu with 'Day 1 (Sep 15)' selected. Below it is a table with columns for 'Location', 'Expected Cash', and 'Actual Cash (\$)'. The 'Actual Cash (\$)' column shows '87.00' and '\$87.00'. A 'Completed' button is visible next to 'Day 1 (Sep 15)'.

View By Date	Location	Expected Cash	Actual Cash (\$)
Total			87.00
Day 1 (Sep 15)			\$87.00
Day 2 (Sep 16)			
Day 3 (Sep 17)			
Totals			

Allocate Over/Under

If cash is over/under, use this area to balance commissions as follows:

- Select **Total** under **View By Date**
- Allocate the over/under balance by category until the remaining balance is \$0.00
- Tax will be captured and added to the Sales Tax in Total Sales

The screenshot shows the 'Allocate Cash Over / Under' section. It has four input fields: 'Alcoholic (\$)', 'Non-Alcoholic (\$)', 'Food (\$)', and 'Other (\$)'. Below each field is a tax amount: 'Alcoholic Tax \$0.00', 'Non-Alcoholic Tax \$0.00', 'Food Tax \$0.00', and 'Other Tax \$0.00'. An 'Amount Remaining' button shows '\$0.00'.

Show Costs

- By default, **Show Costs** includes all of the preset Global Show Costs configured in Settlement Settings, but each can be edited as needed
- Changes made to Show Costs here, apply to the active Settlement only

The screenshot shows the 'Show Costs' table. The total show costs are \$540.00. The table lists various costs with their categories, descriptions, tax methods, and total costs.

Show Cost	Category	Description of Cost	Tax Method	Cost (\$)	Tax	Quantity	Total Cost
Water	Product	Description of Cost	Flat Rate	20.00	\$0.00	1	\$20.00
Ice	Product	Description of Cost	Flat Rate	20.00	\$0.00	1	\$20.00
Tent	Equipment	Description of Cost	Flat Rate	Cost (\$)	\$0.00	1	\$0.00
Power	Equipment	Description of Cost	Flat Rate	Cost (\$)	\$0.00	1	\$0.00
Kitchen Equipment	Equipment	Description of Cost	Flat Rate	Cost (\$)	\$0.00	1	\$0.00
Health Department	Permit	Description of Cost	Flat Rate	Cost (\$)	\$0.00	1	\$0.00
Damage to Equipment	Equipment	Description of Cost	Flat Rate	500.00	\$0.00	1	\$500.00
Offline Declines	Misc	Description of Cost	Flat Rate	Cost (\$)	\$0.00	1	\$0.00
Total Show Costs							\$540.00

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Settlement Process

Total Sales

- The **Total Sales** section of the page details how the adjusted totals are calculated
 - Adjusted Total = Total Sales - Fees - Taxes**

Tips are not included in Total Sales

Show Costs							Total Show Costs: \$540.00	
Show Cost	Category	Description of Cost	Tax Method	Cost (\$)	Tax	Quantity	Total Cost	
Water	Product		Flat Rate	20.00	\$0.00	1	\$20.00	
Ice	Product		Flat Rate	20.00	\$0.00	1	\$20.00	
Tent	Equipment		Flat Rate		\$0.00	1	\$0.00	
Power	Equipment		Flat Rate		\$0.00	1	\$0.00	
Kitchen Equipment	Equipment		Flat Rate		\$0.00	1	\$0.00	
Health Department	Permit		Flat Rate		\$0.00	1	\$0.00	
Damage to Equipment	Equipment		Flat Rate	500.00	\$0.00	1	\$500.00	
Offline Declines	Misc		Flat Rate		\$0.00	1	\$0.00	
Total Show Costs							\$540.00	+

Settlement

- The **Settlement** section of the page details the split between Venue and Vendor and how it is calculated

Venue Cuts are calculated against Adjusted Totals, not Total Sales

Settlement			Total Due Vendor: \$25,387.14	
	Venue	Vendor		
Alcoholic (30%)	\$0.00	\$0.00		
Non-Alcoholic (30%)	\$257.79	\$661.51		
Food (30%)	\$8,793.57	\$20,518.33		
Other (30%)	\$10.58	\$24.70		
Subtotal	\$9,061.94	\$21,144.54		
CC Tip		\$5,241.19		
CC Tip Fees (4%)		(\$201.58)		
Cash Collected		(\$457.00)		
Deposit Collected		\$200.00		
Total Show Costs		(\$540.00)		
Total Due Vendor				\$25,387.14


Final Payment

- Final Payment** displays the balance due to the Vendor and how it's to be paid out: Cash, Check, or To Follow (*For example, Wire transfer*)
- atVenu will automatically calculate the split if you enter a portion of the final payment as cash, then select an additional payment method for the balance
- You must select at least one Payment Method to complete the Settlement, and the final balance must reflect \$0.00

Final Payment		Total Due Vendor: \$25,387.14
Total Due Vendor		\$25,387.14
<input type="radio"/> Cash (\$)		
<input type="radio"/> Check (\$)		
<input checked="" type="radio"/> To Follow (\$)		25387.14
Balance		\$0.00

Signature

- Obtain the Vendor Rep signature in the **Signature** area (*Required to complete Settlement*)

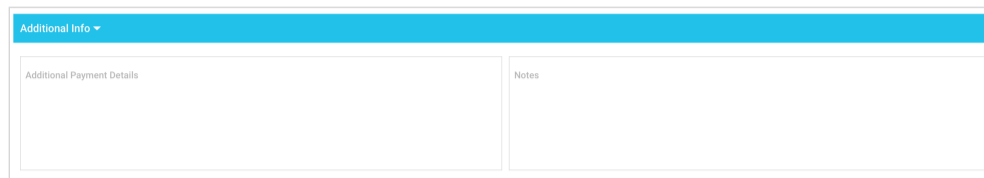
Signature	
	
<small>In the absence of a formal invoice, this settlement sheet shall serve as Tollande Blues and Brews (Food)'s invoice to the Vendor. By signing above, you hereby certify on behalf of the Vendor that you have reviewed the above stated figures and, to the best of your knowledge, they are correct. The Vendor shall remit to Tollande Blues and Brews (Food) the unpaid balance if any of the monies due Tollande Blues and Brews (Food) in connection with the sale of the Service. Such monies shall be payable to Tollande Blues and Brews (Food) via check or wire transfer no later than ten (10) days from the date first written above.</small>	
Signature	New Signature

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Settlement Process

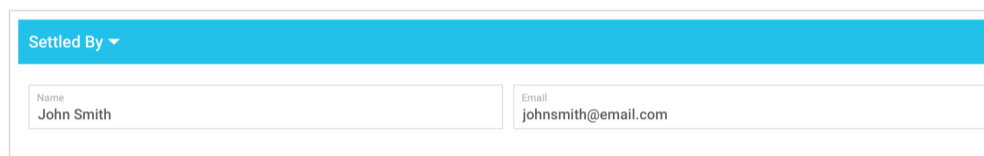
Additional Info

- Enter details pertaining to Check or To Follow payments in the **Additional Payment Details** field
- Enter any additional notes pertaining to the event or Settlement in the **Notes** field



Settled By

- By default, the **Settled By** fields are populated by the logged-in user name and email address to reflect who settled the show, but these details can be overridden as needed
- Settled By info is included in the Settlement PDF



Finish Settlement

- To complete the show Settlement, click the **Settle** button in the lower right corner
- Clicking **Settle** will trigger automatic Settlement emails to all account users and the Vendor Rep
- The Settlement email will include an overview of the final Settlement details, as well as a PDF version



Edit Final Settlement (Unlock)

- If you need to make changes to a Settlement after completing it, click the **Unlock** button in the lower right corner
- The button will then change to **Re-Lock** so you can complete the Settlement again with any new changes





Thank You!

If you have any further questions or concerns please contact us:

atVenu.com/support or support@atVenu.com