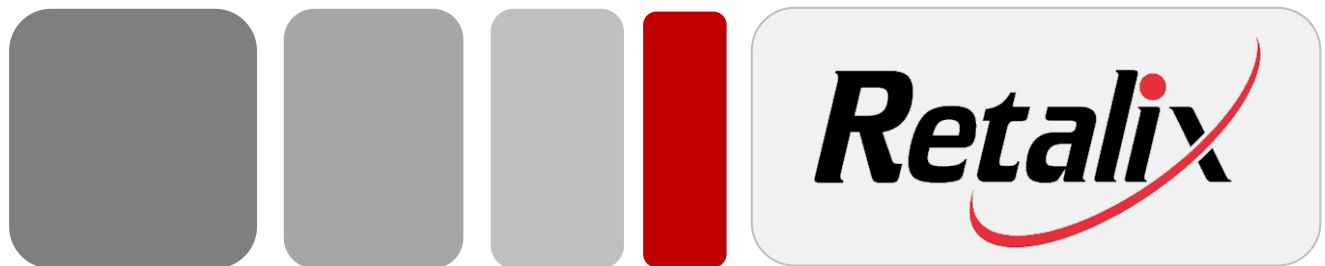


Power Sell v5.1.4

Recipe Manager

User Guide



Document Version History

Change Description	Version	Release Date
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Chapter 1

Introduction

Welcome to the *Power Sell Recipe Manager User Guide*. This user guide provides procedures and reference information for using Power Sell's Recipe Manager module to create and track recipes.

This chapter contains an overview to introduce you to the application.

User Guide Overview

This section describes who should read this document, what type of information is included, and how to use the information in this user guide.

The Recipe Manager module provides options for managing recipes in the Power Sell system. Use Recipe Manager to set up item lists and view profit, selling price, food costs, and additional recipe data.

This user guide contains information and procedures to help you create, view, and track recipes as well as to print and save recipe information.

Audience

This user guide is for chefs that plan food, managers that track food costs and monitor inventory, and sales reps that provide customers with food cost and comparison information.

Recipe Manager interacts with the Power Sell, Inventory Manager, and Profit Manager applications. You should have a working understanding of Power Sell and understand inventory tracking.

You should have a basic understanding of a Windows environment to navigate through the application and send and receive data.

Additional Documentation

This user guide references other Power Sell documentation. Following is a list of documentation to refer to when using this *Power Sell Recipe Manager User Guide*.

- *Power Sell Inventory Manager User Guide*
- *Power Sell Grid User Guide*

User Guide Organization

Below is a description of each chapter of this user guide:

Chapter	Description
1 Introduction	Provides instructions on how to use information in this user guide.
2 Getting Started	Provides an overview of the Recipe Manager application.
3 Create and Use Recipes	Contains procedures and information about creating and working with recipes.
4 Recipe Manager View Options	Contains procedures for changing views, sorting recipes, and viewing ingredient information.
5 Cost and Pricing Options	Contains food cost adjustment and pricing option procedures and information.
6 Test Recipe Changes	Contains procedures for using Recipe Manager's test mode to experiment with substitute items, cost changes, and portion changes.
7 Print and Save Recipes	Contains procedure for printing and saving recipe files.
8 Recipe Manager Maintenance	Contains procedures for backing up Recipe Manager data and restoring files.

Conventions Used in this User Guide

This section describes conventions used in this document and throughout all Retalix documentation to ensure consistent, clear delivery of information.

Text Conventions

bold

Indicates the name of an item on a page or box, such as a button name, menu, menu option, or tab.

Example: Select **Print** from the **File** menu.

`courier`

Indicates the output from the system, specific text or command that you should type, or exact words from the system.

Example: Type `call retalixlist` in the box.

italics

Indicates the title of a document.

Example: For more information, see the *Retalix Power Sell Recipe Manager User Guide*.

numbered lists

Indicates steps in a procedure.

Example:

1. Select the Windows Start button.
2. Select All Programs on the Windows Start menu.
3. Select Internet Explorer.

single steps

Indicates a procedure with only one step, or a list of items.

Example:

- Select the Windows Start button.

ALL CAPS

Indicates the name of a specific key on your keyboard.

Example: Press ENTER to save changes.

Notes, Cautions, and Warnings

Note, Caution, and Warning Box Conventions

Throughout the *Power Sell Recipe Manager User Guide*, additional information about the procedures is provided. Additional information displays in a box with an information type label and a color.

The bold label at the top of each box indicates the type of information in the box to allow you to determine the type of information if you have printed the user guide in black and white and cannot distinguish the color of each box.

Additional information appears in the following categories:

Blue boxes indicate **Note** information.

Note:

Note boxes contain information text to provide related information.

Yellow boxes indicate **Caution** information.

Caution:

Caution boxes provide information about potential problems that might occur if the procedure is not performed correctly.

Red boxes indicate **Warning** information.

Warning!

Warning boxes contain information vital to the procedure. Failure to follow the information may lead to loss of data or damage to the database, hardware, or software.

System Setting Indicator

The Power Sell application is highly flexible. The availability of some features depends on whether the feature is enabled by your system administrator.

Feature Availability based on System Setting



Indicates the procedure is based on a system setting. The procedure may not apply to your Power Sell configuration. See your system administrator for additional information.

Chapter 2

Getting Started

This chapter explains how to begin using the Power Sell Recipe Manager application, including an overview of the Power Sell desktop.

Product Overview

If you are new to the Power Sell Recipe Manager module, use the information in this section to become familiar with the main Recipes window, menus, and options. This section contains information to help you log on to Power Sell, access Recipe Manager and view the Recipes window.

Note:

Power Sell default options are used in explanations and examples throughout this user guide. Some windows and procedures in this document may differ from your Power Sell application.

Launch the Power Sell Application

Access the Recipe Manager module using the Power Sell application.

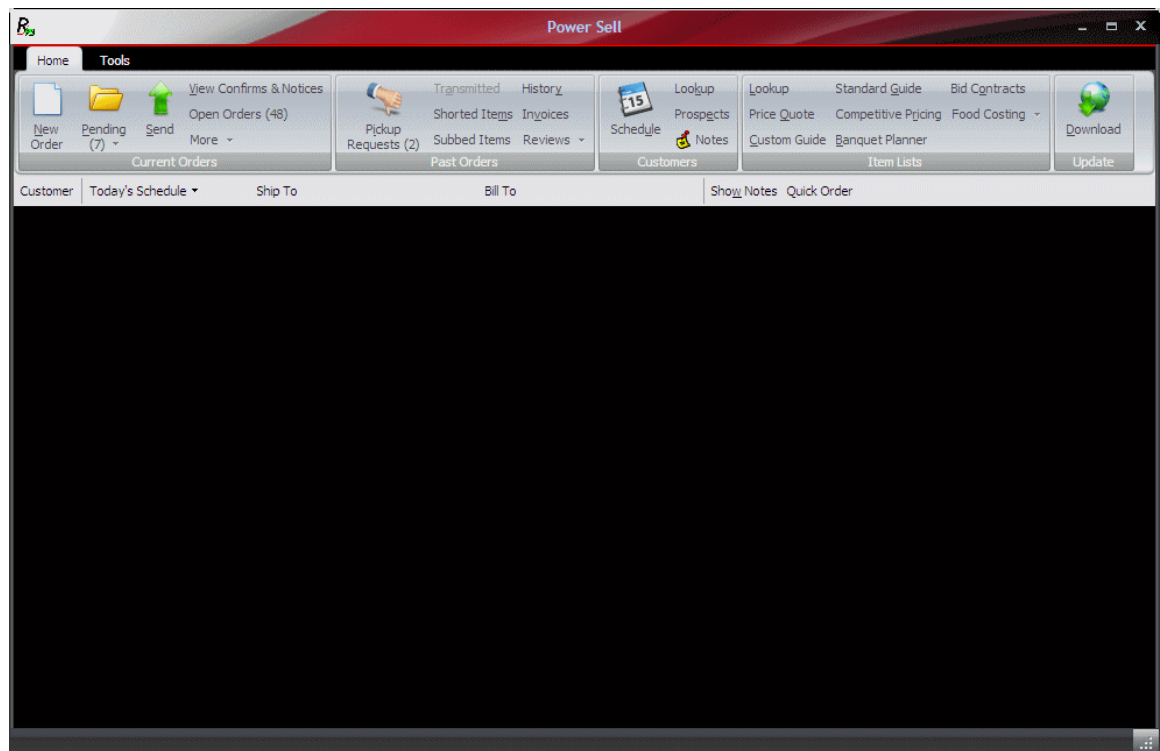
Start Power Sell and Recipe Manager

Use this procedure to start Power Sell and to access the main Recipes window.

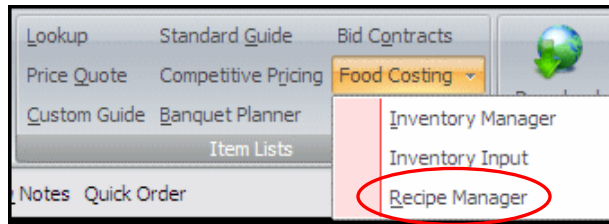
1. Double-click the Power Sell shortcut on your workstation's desktop.



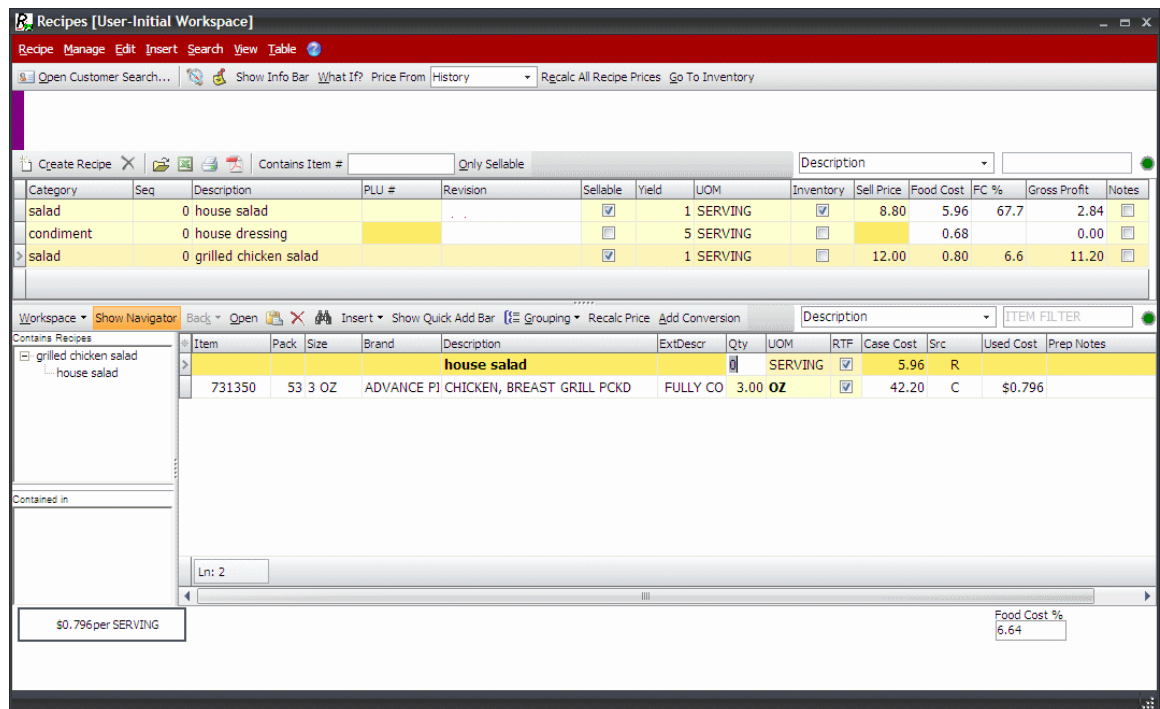
2. The main Power Sell window displays.



3. Click **Food Costing**. A drop-down list displays.



4. Select **Recipe Manager**. The main Recipes window displays.



Close Power Sell

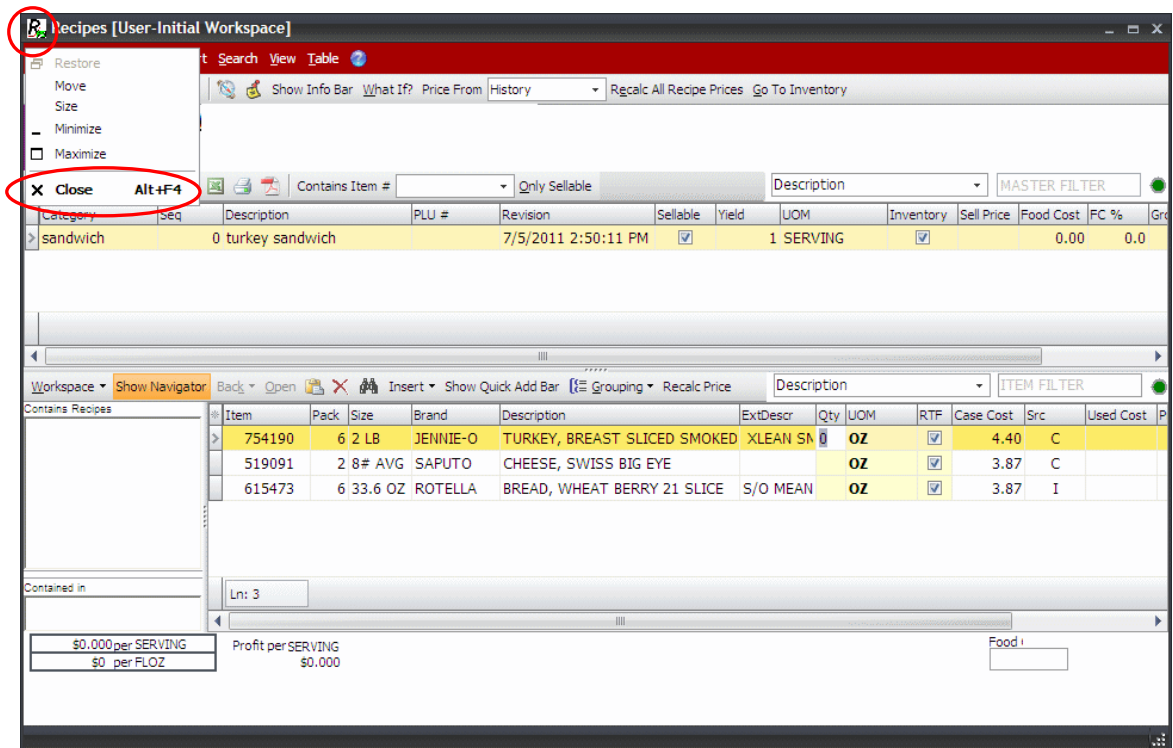
Use this procedure to close Power Sell.

1. On any Power Sell window:

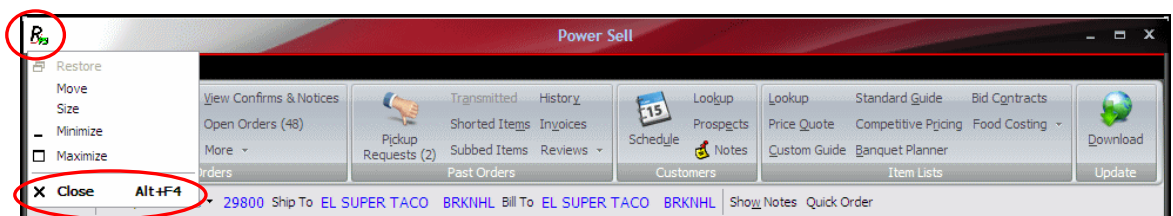
Press ALT+F4.

—OR—

Click the Power Sell icon in the upper left and click **Close**.



2. The Power Sell window closes and the main Power Sell window displays.
3. Click **Exit**.
—OR—
Click **File** and click **Exit**.



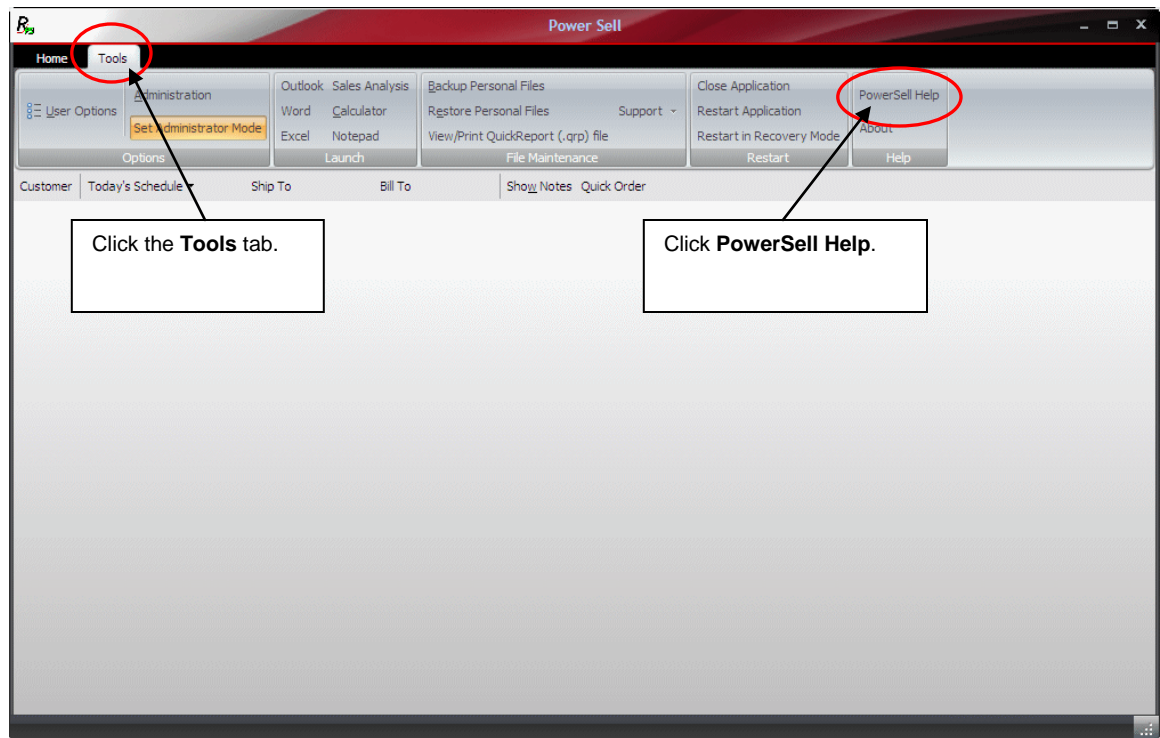
4. The Power Sell application closes.

Using Help

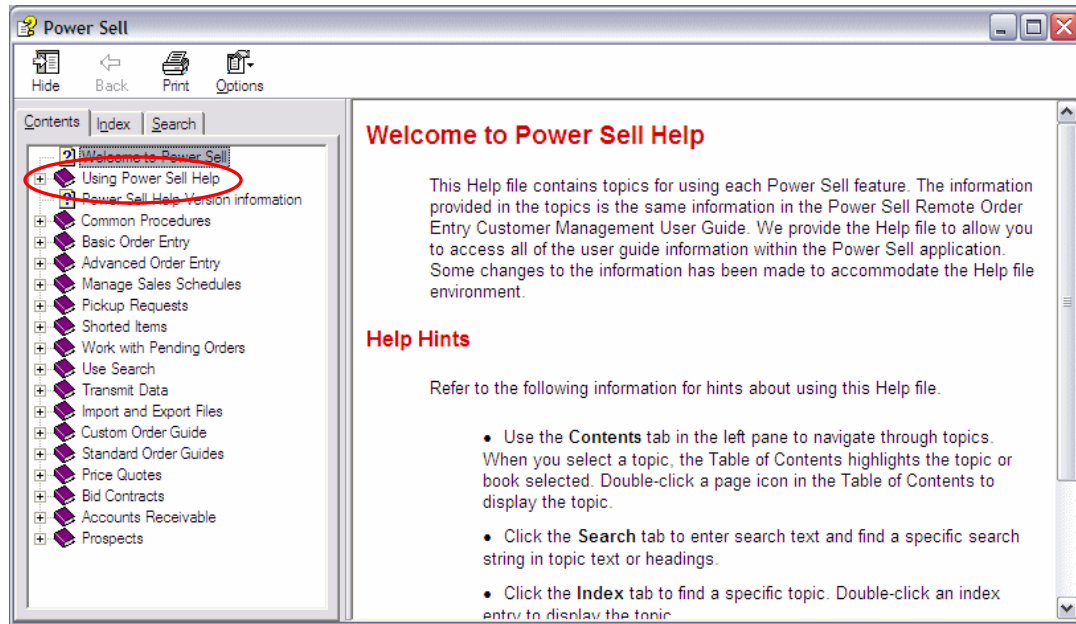
In addition to this user guide, the Power Sell application includes additional resources for Help. This section contains information about accessing online information from the **Help** menu.

Access the Help File

Use this procedure to access the Power Sell Help file that is available from the **Tools** menu.



Click Power Sell Help. The Power Sell Help file displays.

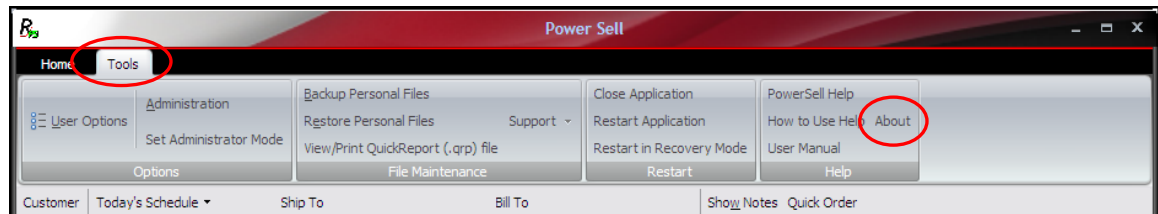


For information about how to use the Power Sell Help file, see the topics under **Using Power Sell Help**.

View Version Information from Tools Menu

If you call Retalix Tech Support for help with Power Sell, you will need to find your Power Sell version. Use this procedure to locate Power Sell version information.

1. Click **Tools**, and click **About**.



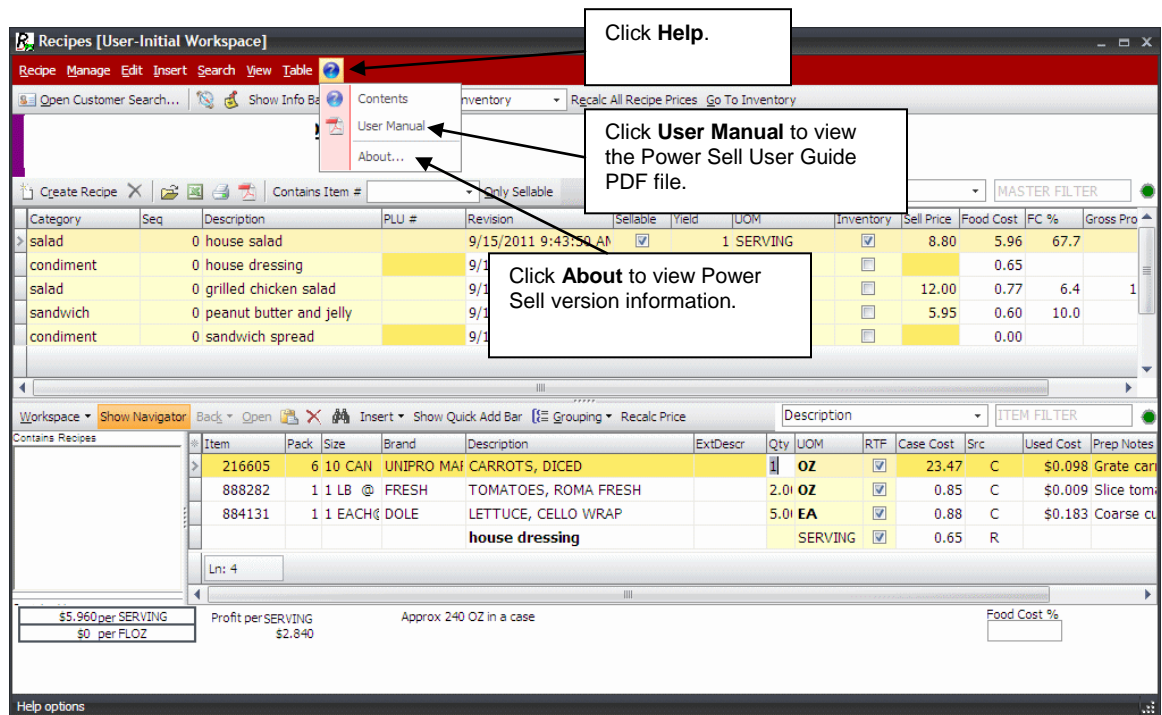
2. The About box displays Power Sell version information.



3. Click **OK** to close the About box.

View Version Information from the Recipe Manager Window

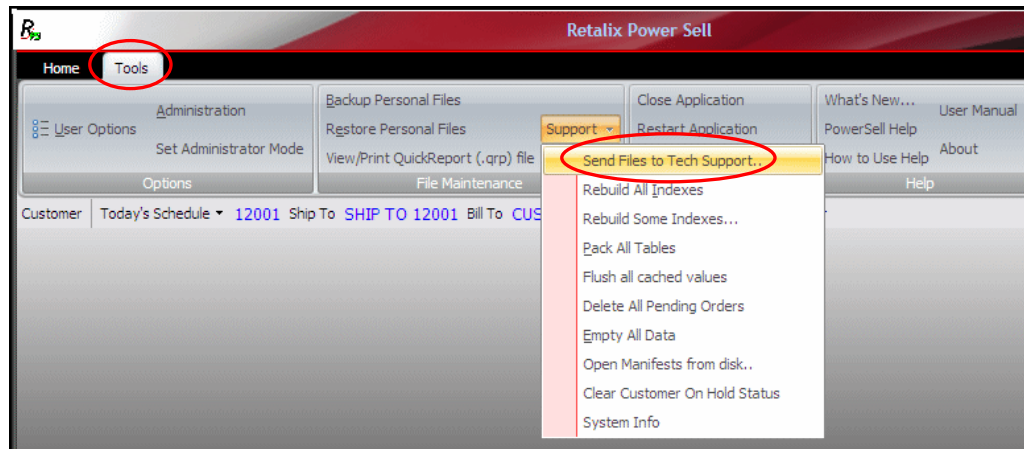
Use this procedure to view Power Sell application version from the Recipes window.



Send Files to Tech Support

Use this procedure if you need help with Power Sell and Retalix Tech Support asks you to send files to help diagnose a problem.

1. On the main Power Sell window, click **Tools > Support > Send Files to Tech Support**. If this option does not display, see your system administrator.



2. The Tech Support box displays. If Tech support requests information about your system, click **View System Info** or press ALT+V.



- The Results box displays. Click **Save** to save the information or click **Print** to print the information.



- Click **Close** to return to the Tech Support box.
- Follow Tech Support's instructions to determine which files to select. Type additional information in the **Comments to Tech Support** field if necessary.



6. Click **Send** to transmit the information to Tech Support.

Note:

After you send files to Tech Support, the Power Sell application closes and restarts.

Product Overview and Features

Recipe Manager integrates with the Power Sell ordering system and Inventory Manager product tracking system. Recipe Manager uses data from Power Sell and Inventory Manager to create recipes, calculate costs, and organize inventory items.

Recipe Manager uses standard and customer-defined measuring quantities such as cup, teaspoon, and fluid ounce to build each recipe, and then checks your inventory to verify the needed ingredients are available. Recipe Manager works with Inventory Manager to simplify inventory item tracking.

Recipe Manager is similar to Banquet Planner, an optional Power Sell module. Recipe Manager calculates food cost and inventory using recipe quantities, while Banquet

Planner focuses on the final delivered price per serving of a product using case and unit quantities. Banquet Planner does not include Recipe Manager options such as sub-recipe development, automatic unit of measure conversions, recipe preparation notes, food costing, or custom conversions.

Note:

For more information about Banquet Planner, see the *Power Sell Remote Order Entry Customer Management User Guide for Sales Reps* and the *Power Sell Customer Order Entry User Guide*.

Recipe Manager features allow you to:

- Create recipes using items from inventory, order guides, and order history.
- View and work with recipe ingredients.
- Save a specific recipe.
- Save all recipes to print, email, import to a spreadsheet, or view as an .HTML file.
- Export recipes to an .RTF file to create a recipe book.

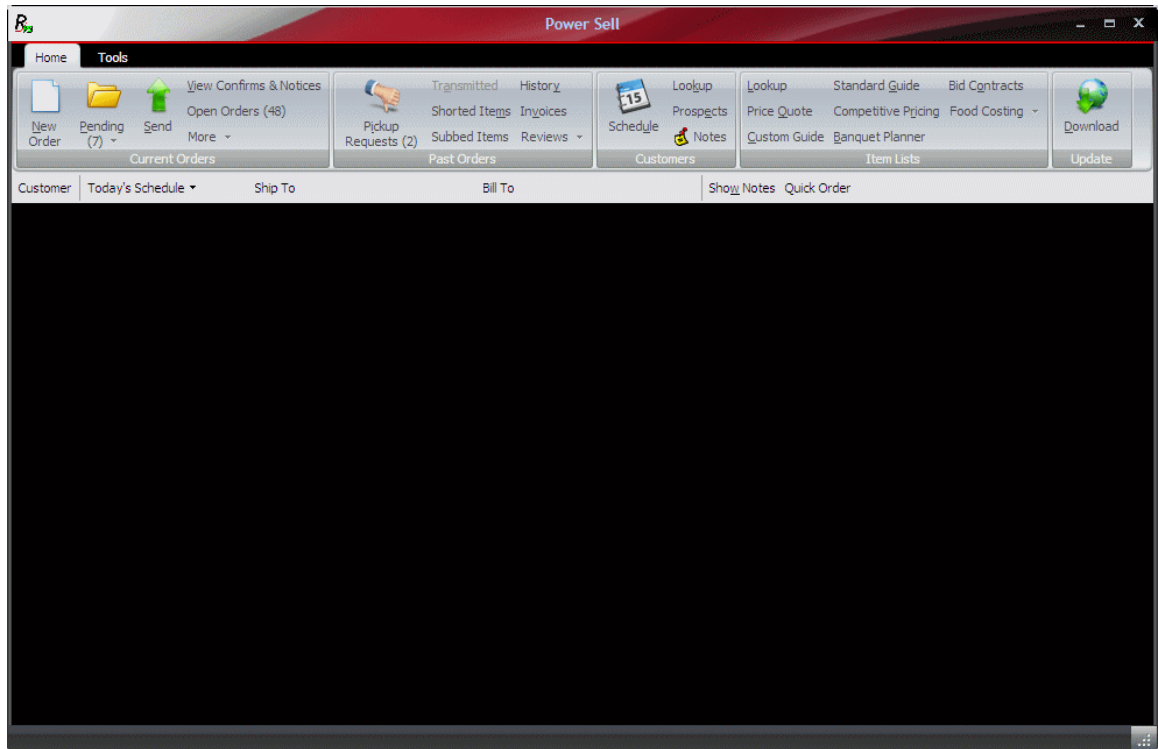
Open and View Recipe Manager

This section contains information about opening Recipe Manager and viewing information on the Recipes window.

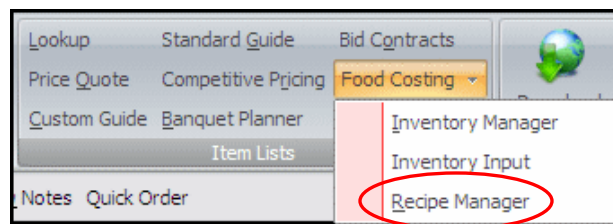
Open Recipe Manager

Use this procedure to open the Recipes window.

5. This procedure begins on the main Power Sell window.



6. Click **Food Costing**. A drop-down list displays.



7. Select **Recipe Manager**. The Recipes window displays.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad			<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing			<input type="checkbox"/>	5	SERVING	<input type="checkbox"/>		0.68		0.00	
salad	0	grilled chicken salad			<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.80	6.6	11.20	

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
731350	53	3 OZ	ADVANCE PJ CHICKEN, BREAST GRILL PCKD	house salad	FULLY CO	3.00	OZ	<input checked="" type="checkbox"/>	42.20	C	\$0.796	

Note:

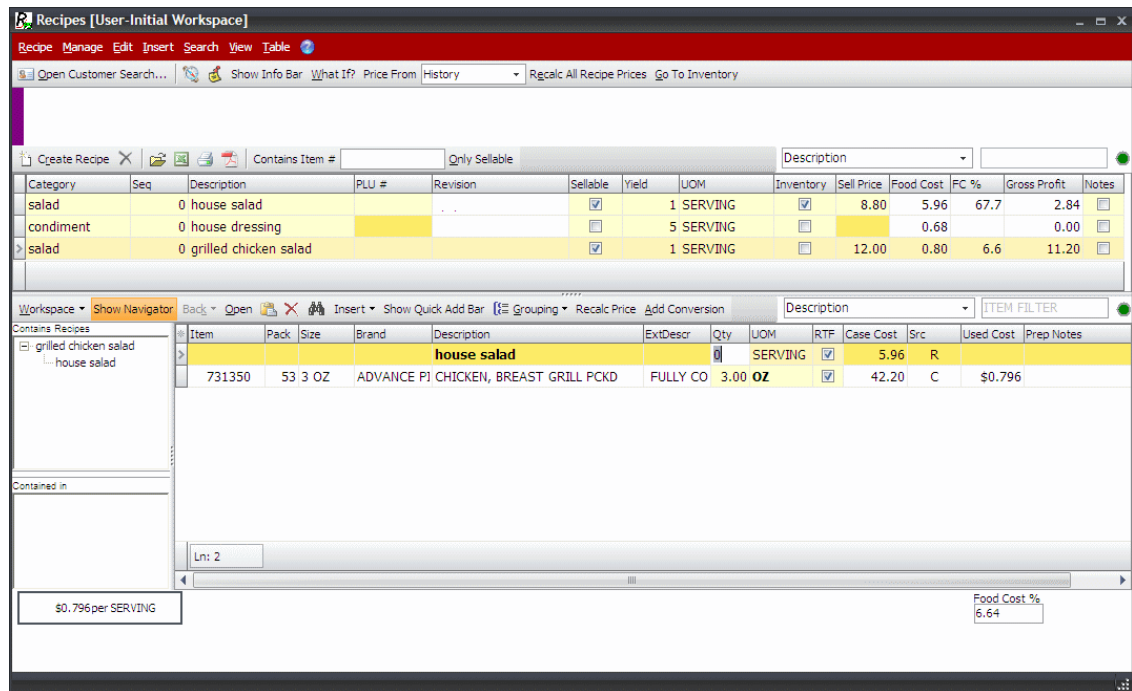
If the customer does not have any recipes, fields on the Recipes window are blank.

- To work with another customer's recipes, use the procedure in the following section.

Select a Customer from the Recipes window

Use this procedure to select a customer when you are on the Recipes window.

- This procedure begins on the Recipes window.



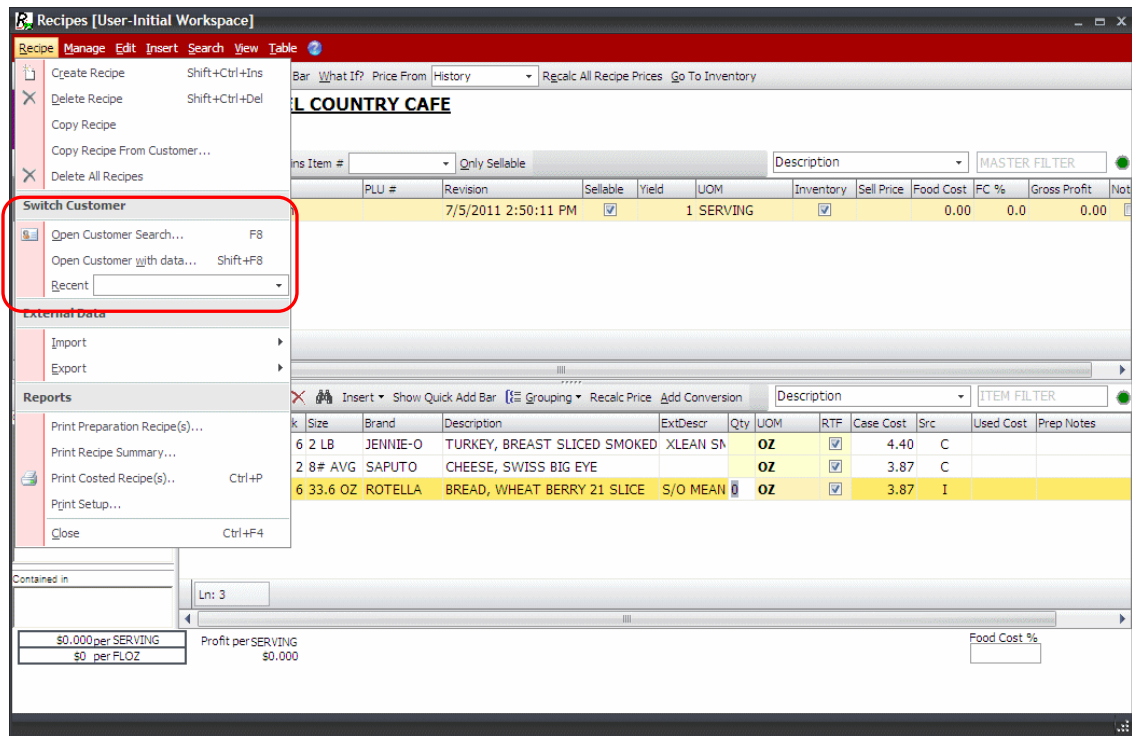
- To select a customer from the Select a Customer box, click **Recipe** and click **Open Customer with data** or press F8.

—OR—

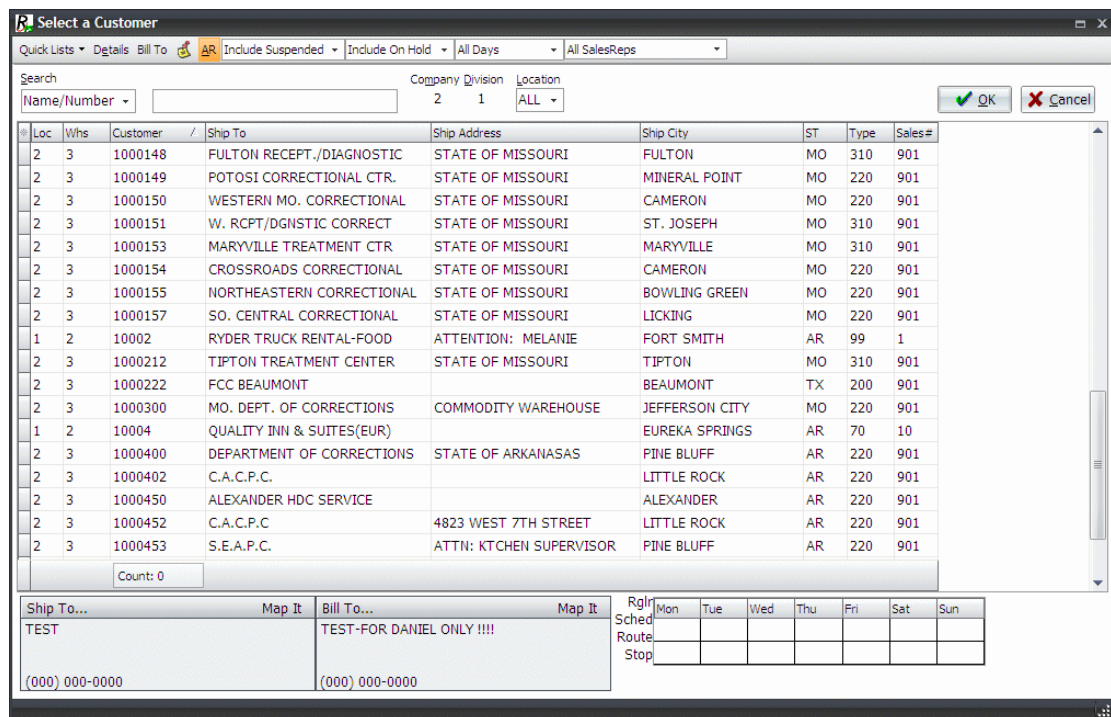
To work with a customer with an existing list of recipes, click **Recipe** and click **Select Customer with data** or press SHIFT + F8.

—OR—

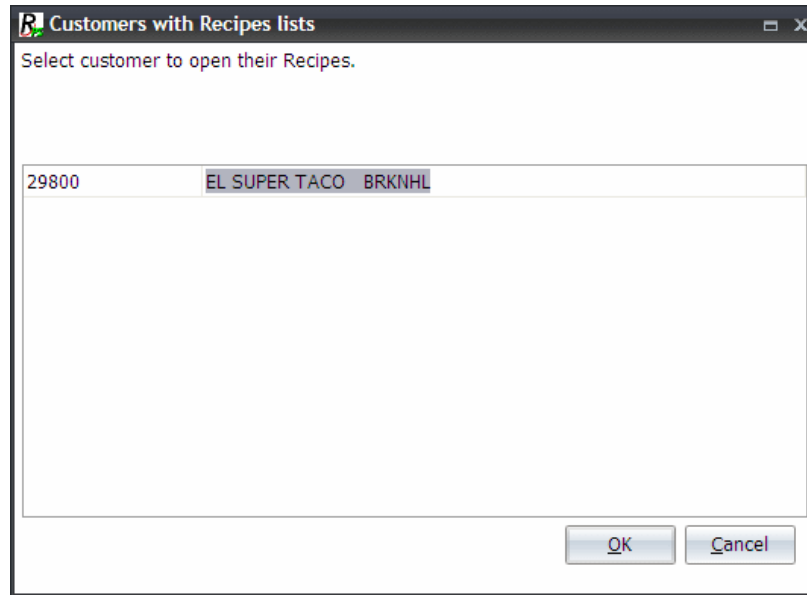
To select a customer from a list of recently accessed customer, click the **Recent** drop-down list and select a customer.



3. If you selected **Open Customer Search**, the Select a Customer box displays.



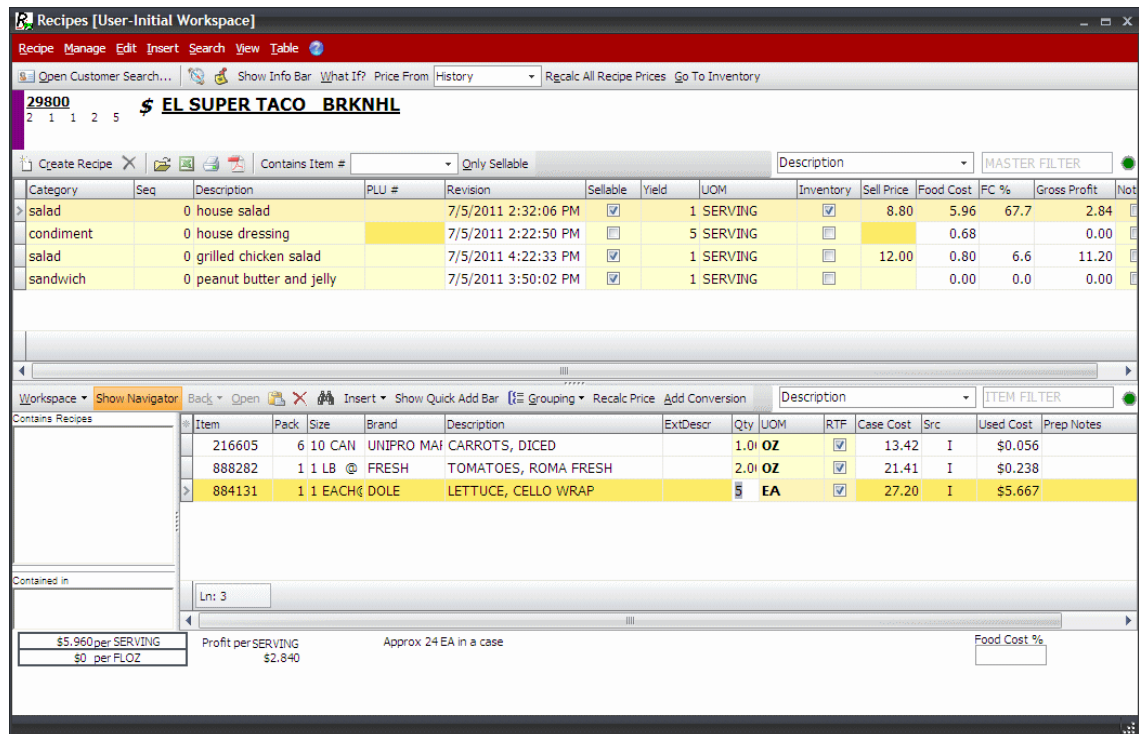
4. If you selected **Open Customer with data**, the Customers with Recipes lists box displays.



Note:

The Customers box displays only if your company set up Recipe Manager as a multi-customer environment.

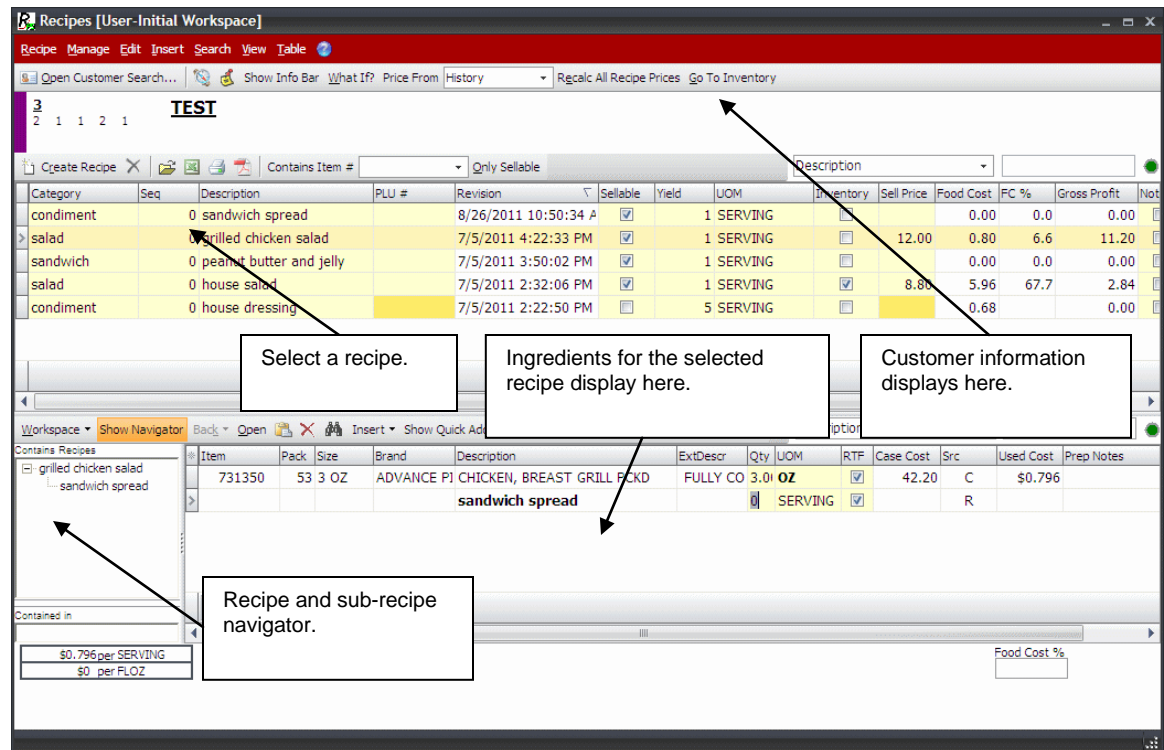
5. Select a customer and click **OK**. The Recipes window displays for the selected customer.



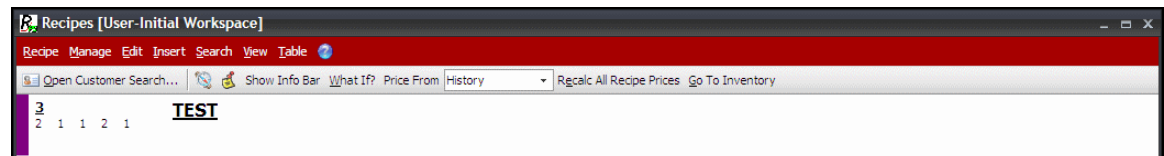
View Recipe Manager Information

The Recipes window contains the following sections:

- Customer information – Displays customer name and customer ID in the top section of the Recipes window.
- Recipe list – Displays a list of recipes assigned to the selected customer.
- Recipe ingredient list – Displays the items included in the selected recipe in the main section of the Recipes window.
- Recipe navigator – Displays the sub-recipes associated with a main recipe.



The top section of the Recipes window displays information about the selected customer.



The recipe list section of the Recipes window contains a list of recipes created in Recipe Manager for the selected customer.

Create Recipe		Contains Item #		Only Sellable		Description							
Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Not
condiment	0	sandwich spread		8/26/2011 10:50:34 A	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	0.0	0.00	
salad	0	grilled chicken salad		7/5/2011 4:22:33 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.80	6.6	11.20	
sandwich	0	peanut butter and jelly		7/5/2011 3:50:02 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	0.0	0.00	
salad	0	house salad		7/5/2011 2:32:06 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		7/5/2011 2:22:50 PM	<input type="checkbox"/>	5	SERVING	<input type="checkbox"/>		0.68		0.00	

The recipe list contains the following information:

Field	Description
Category	Displays the recipe category assigned to each recipe.
Seq	Indicates how recipes display on reports within categories. Recipes display on the Recipes window by category in alphabetical order and by sequence number within each category.
Description	Displays the recipe description
PLU #	Indicates the price look up number that interfaces with your point of sale (POS) system.
Revision	Displays the recipe's most recent revision date. Recipe Manager inserts today's date when you create or change a recipe. You can override this date if necessary. The revision date prints on the recipe when you save and print the file.
Sellable	Indicates whether all recipes or only sellable recipes display on the Recipes window. Select the Only Sellable check box to display sellable recipes only. Clear the Only Sellable check box to display all recipes.
Yield	Displays the number of units of measure the recipe produces. For sellable recipe items, the yield is always 1. For inventory items, select a yield based on batch size and storage method. Use standard units of measure for inventory items. For example, if an inventory recipe's yield is 5 gallons, you can use 1 tablespoon of the inventory recipe as a sellable recipe ingredient.
UOM	Indicates the unit of measure (UOM) associated with the value in the Yield field. For sellable items, the unit of measure is always SERVING. For inventory items, use a standard volume, weight, or count to ensure easy item conversions.
Inventory	Indicates whether the recipe is included in item inventory. A recipe can be a sellable recipe as well as an inventory recipe. However, it is more efficient and less confusing to create two recipes and designate the inventory recipe as a sub-recipe of the sellable recipe. For example, the inventory recipe produces 5 gallons and is an ingredient of the sellable recipe. The sellable recipe uses 6 ounces of the inventory recipe.
Sell Price	Indicates the recipe product's sales price. The sell price determines food cost percentage.
Food Cost	Indicates ingredient cost. The cost displayed is from item history, current pricing, or inventory price based on the selected value in the

	Price From field.
FC %	Indicates food cost percentage. $FC \% = (\text{Food Cost} / \text{Sell Price}) \times 100$.
Gross Profit	Indicates the recipe product's gross profit. $\text{Gross Profit} = \text{Sell Price} - \text{Food Cost}$.
Notes	Indicates whether a note is associated with the recipe. Select the Note check box to display a note in the Prep Notes section when you print recipes.
Price From	Indicates recipe ingredient pricing source. Select price from history, current pricing, or inventory pricing. From history uses the last invoice price paid for the ingredient. Current cost uses the most recent distributor price from the last update from the host system. Inventory cost uses the value in Inventory Manager's Price field. If there is no history for the ingredient, Recipe Manager uses inventory or current cost instead.
Cmp	Displays the customer's company.
Div	Displays the customer's division
Loc	Displays the customer's location.
Category	Displays the category name for the recipe. Type a category name in the Category field when you create a recipe to group similar recipes together.
Description	Displays the recipe's description. Type a description in the Description field when you create a new recipe.
Sellable	Indicates whether the recipe's product is for sale in your business. If you select the Only Sellable check box, you can enter a sales price in the Sell Price field for the recipe's product.

The main section of the Recipes window contains a list of ingredients for the selected recipe.

Workspace ▾ Show Navigator Back ▾ Open Insert ▾ Show Quick Add Bar Grouping ▾ Recalc Price Add Conversion Description ▾ ITEM FILTER									
Contains Recipes	Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF
grilled chicken salad	731350	53	3 OZ	ADVANCE P	CHICKEN, BREAST GRILL PCKD	FULLY CO	3.0	OZ	<input checked="" type="checkbox"/>
sandwich spread					sandwich spread			SERVING	<input checked="" type="checkbox"/>
									42.20 C
									R
Used Cost	\$0.796								
Prep Notes									
Contained in	Ln: 2								
	<div> <div>\$0.796 per SERVING</div> <div>Profit per SERVING \$11.204</div> <div>Food Cost %</div> </div>								

The recipe ingredient list contains the following information:

Field	Description
Item	Displays the ingredient's item number.
Pack	Displays the number of packs per case of the ingredient.
Size	Displays the ingredient's size per case.
Brand	Displays the ingredient's brand name.
Description	Displays the ingredient's description.
Line #	Indicates the sequence the ingredient displays on the printed recipe.
Qty	Indicates the ingredient's units of measure (UOMs) quantity used in the recipe.
UOM	Indicates the unit of measure type.
RTF	Indicates whether to include the ingredient item in the recipe's rich text format (.RTF) file when generating a recipe book. Recipe Manager selects the .RTF check box by default to include the ingredient item in the recipe. Clear the .RTF check box to exclude the ingredient item from the recipe. For example, non-database items such as waste factor or time are necessary for food cost calculations, but are typically excluded from a printed recipe.
Case Cost	Displays the ingredient's cost per case from history, current cost, or inventory cost.
Src	Displays the ingredient cost source. Values are H = from history, C = current cost, and I = inventory cost. The value in the Src field changes based on the selected value in the Price From field.
Used Cost	Displays the ingredient's cost per serving. $\text{Used Cost} = \text{Case Cost} / \text{UOM QTY}$.
Prep Notes	Displays preparation notes that describe how to prepare an ingredient. When you print recipes, prep notes display next to the ingredient name.

Chapter 3

Create and Use Recipes

Before you begin using Recipe Manager to manage recipes and food costs, you need to complete recipe setup. This chapter contains procedures and information about setting up Recipe Manager.

Create Recipes

This section contains procedures for adding recipes to the Recipe Manager application.

Enter a Recipe

This section contains the procedure for adding a new recipe to the Recipe Manager application.

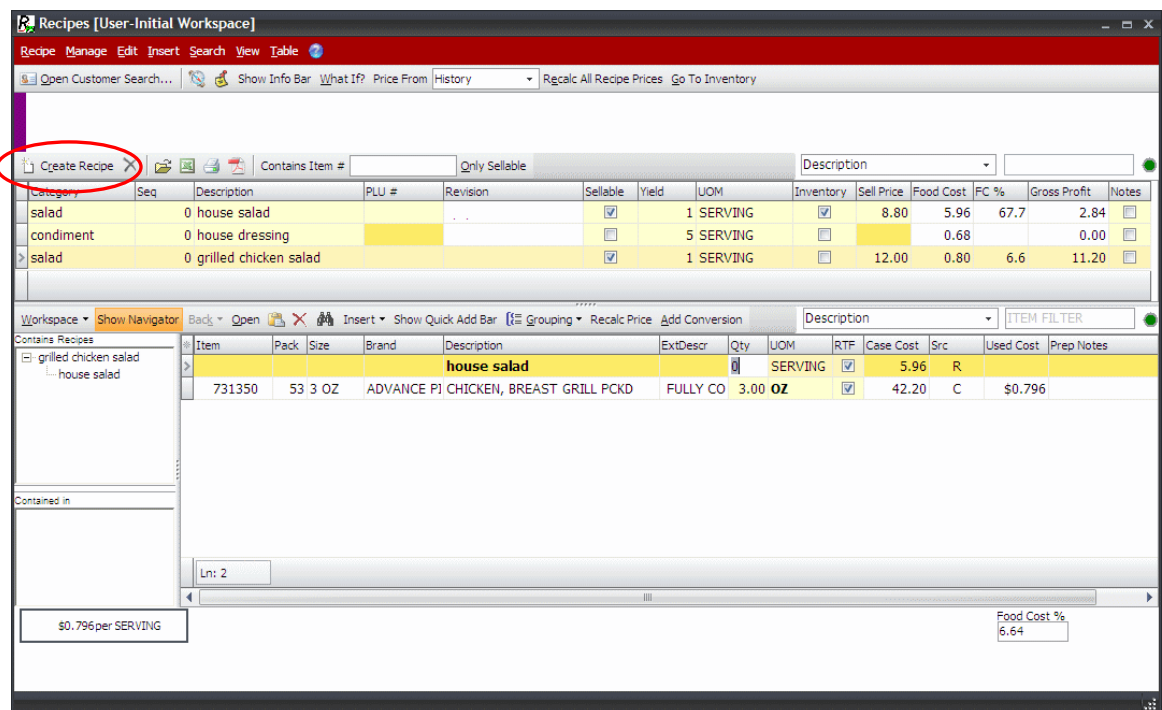
Add a New Recipe

Use this procedure to add a new recipe, name the recipe, and identify if the recipe is sellable.

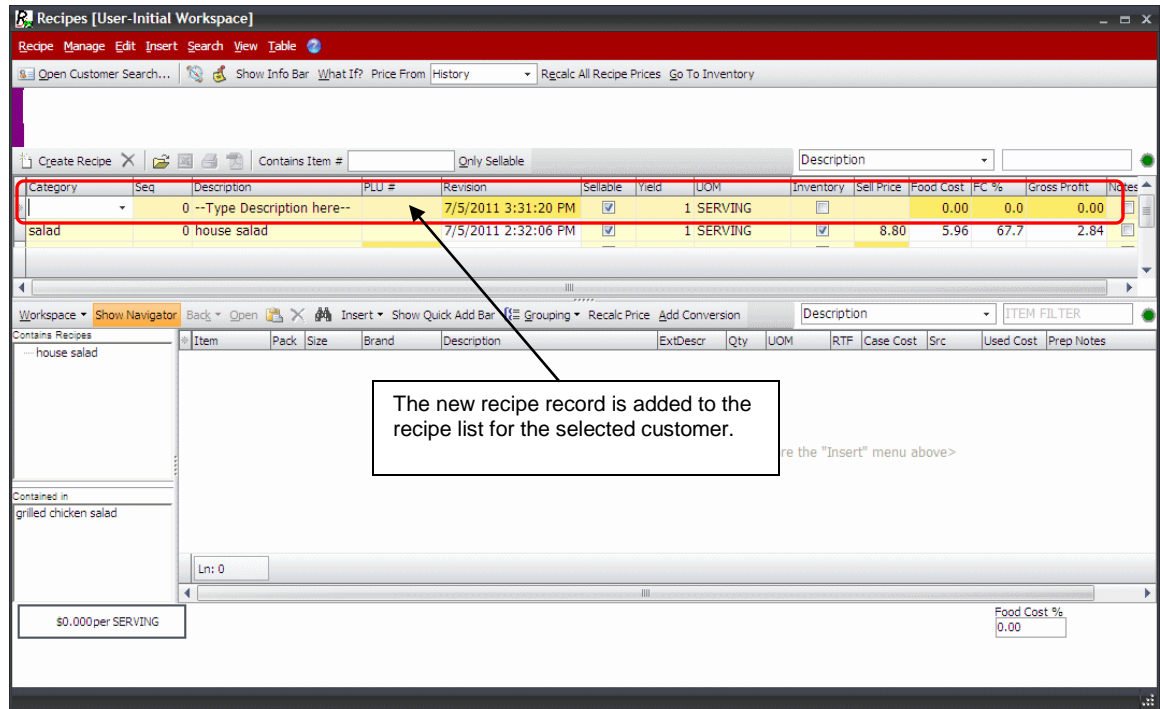
1. This procedure begins on the Recipes window.

Note:

If the selected customer does not have recipes, fields on the Recipes window are blank.



2. Click **Create Recipe**. A blank recipe record is added to the top section of the Recipes window.



- A data entry row displays in the recipe list on the top section of the Recipes window. Select a category from the **Category** drop-down list.

Note:

The **Category** drop-down list does not contain any categories if this is your first recipe.

—OR—

Type a category describing the recipe type in the **Category** field.

4. Type the recipe's name or title in the **Description** field. For example: peanut butter and jelly.
5. Today's date displays in the **Revision** field. You can override the date if necessary. Use this information to identify when you create or change a recipe.

Note:

The date displayed in the **Revision** field does not automatically update. To identify when a recipe is changed, type the new date in the **Revision** field or select it from the calendar.

6. Select the **Sellable** check box to indicate the recipe creates a product you sell.
—OR—
Clear the **Sellable** check box to indicate the recipe's product is not sold to customers. For example, 5 gallons of guacamole is the recipe's yield, but the guacamole is sold in 6 ounce containers.
7. For sellable recipe products, leave the default value 1 in the **Yield** field.
—OR—
For batch or prep recipe items, type the yield in the **Yield** field.
8. For sellable recipe products, leave the default value SERVING in the **UOM** field.
—OR—
For batch or prep recipe items, type the unit of measure in the **UOM** field.
9. Select the **Inventory** check box to track the recipe product in Inventory Manager and include it in your inventory valuations.

—OR—

Clear the **Inventory** check box if the recipe product is not an inventory item.

10. You are now ready to use the procedures in the next section to add recipe ingredients.

Add Ingredients to a Recipe

You can add items to a recipe using multiple methods. This section contains procedures for adding inventory items, non-inventory items, items from search, and items from other Power Sell item lists.

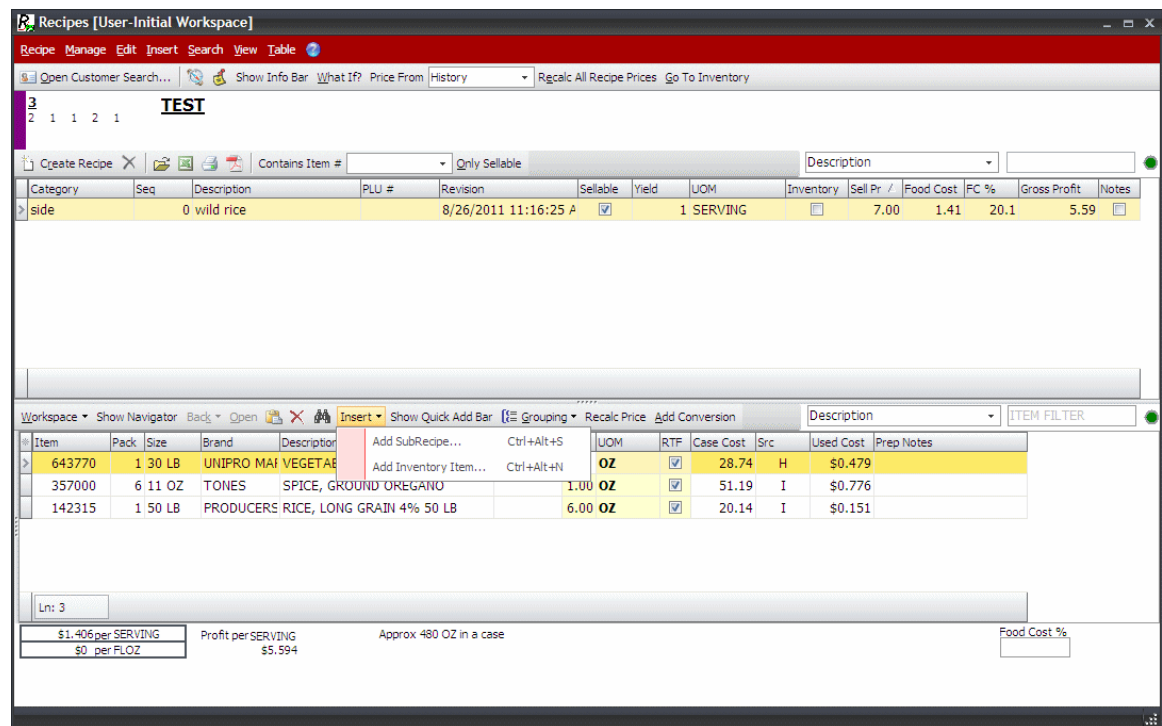
Add Recipe Ingredients from Inventory

This section contains information about adding recipe ingredients from Inventory Manager and for items that are not in Inventory Manager.

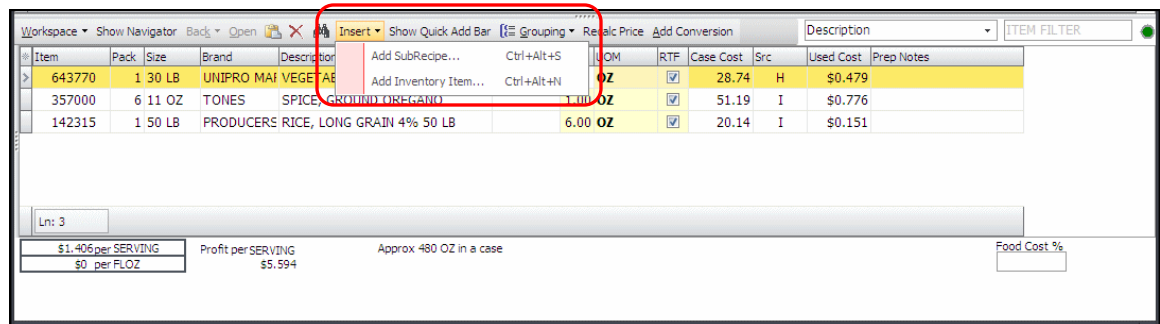
Note:

When you add an item that is not in Inventory Manager to a recipe, the Power Sell system automatically adds the item to Inventory Manager.

1. This procedure begins on the Recipes window.



2. Select a recipe in the recipe list.
3. Click the **Insert** button on the grid toolbar and select **Add Inventory Item** from the sub-menu.



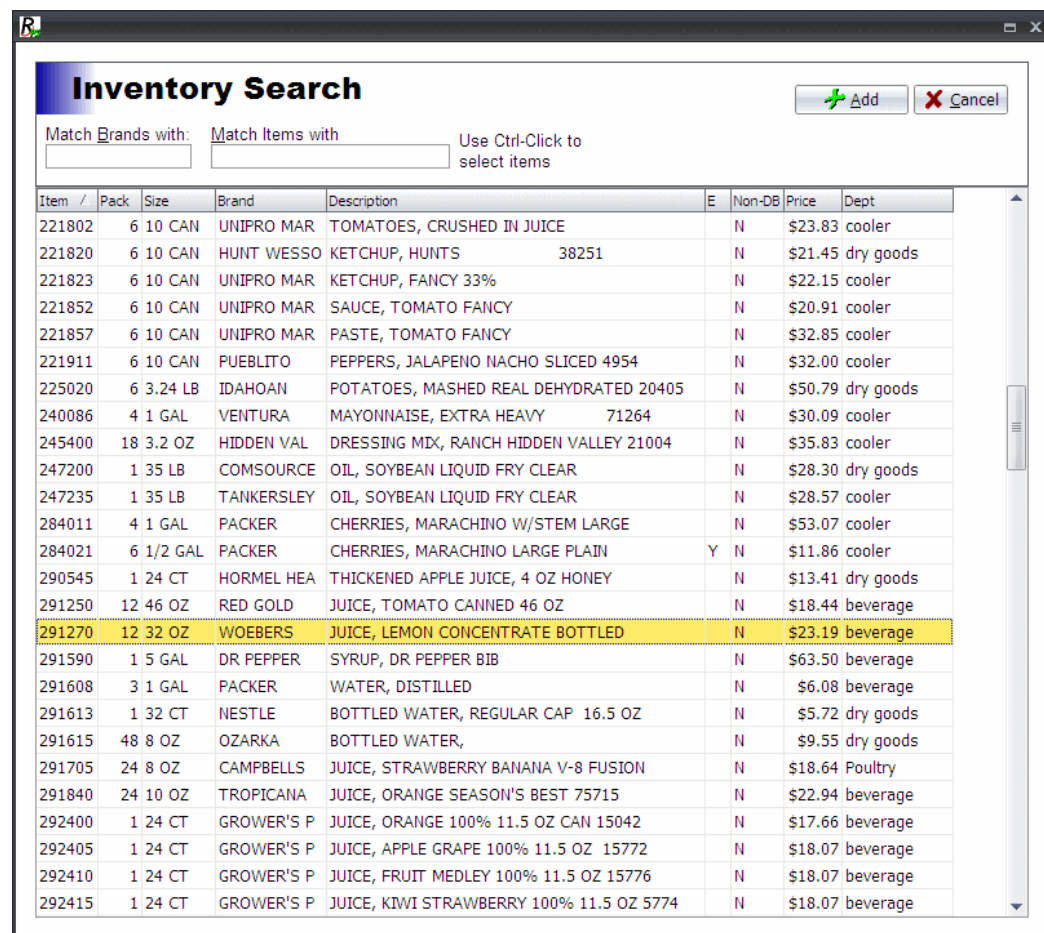
–OR–

Press CTRL+ALT+N

–OR–

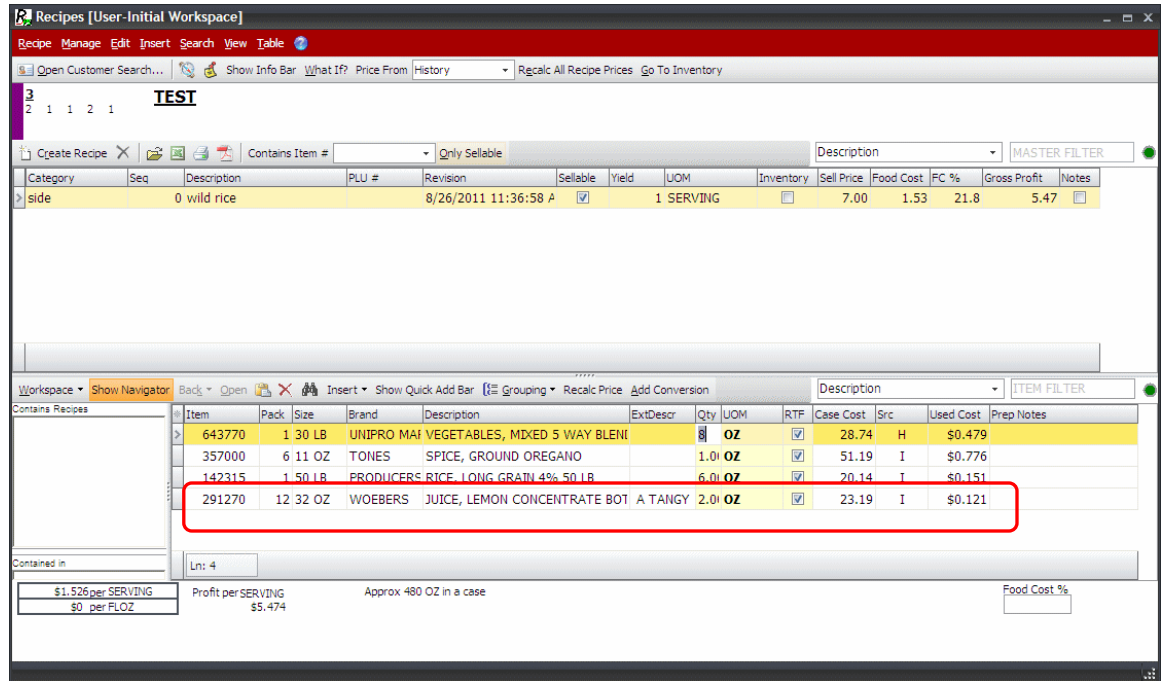
Click **Insert** and click **Add Inventory Item**.

- The Inventory Search box displays. The Inventory Search box lists all items currently managed by the Inventory Manager module for the selected customer.



- Select an item and click **Add** to return to the Recipes window.

- The selected item displays on the recipe ingredients list on the bottom section of the Recipes window.

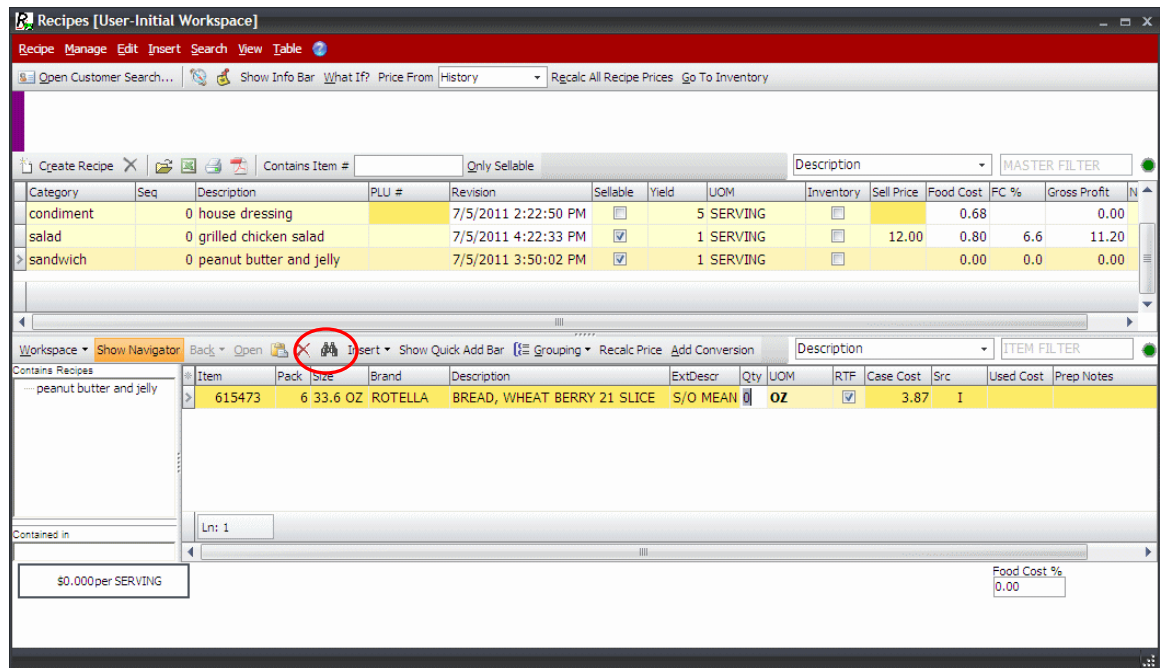


- Repeat steps 3-4 to add more ingredient items from Inventory Manager to the recipe.

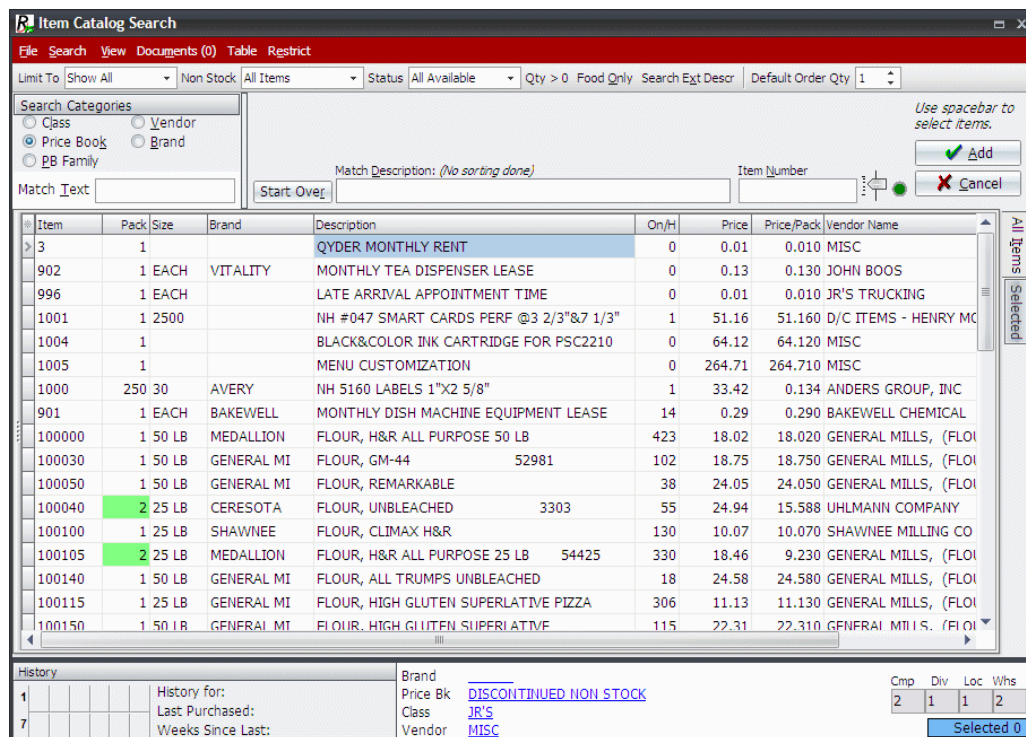
Add Recipe Ingredients from Item Catalog Search

Use this procedure to search for an item using Item Catalog Search.

- This procedure begins on the Recipes window.



2. Select a recipe. If the selected recipe already has items assigned, they display in the bottom section of the Recipes window.
3. Click **Search**. The Item Catalog Search window displays.



4. Enter search text in the **Match Description** field and press ENTER. For complete instructions about using Item Catalog Search, see the "Search Procedures" section in the *Power Sell Complete Order Entry User Guide*.

Item Catalog Search

File Search View Documents (0) Table Restrict

Limit To: Show All Non Stock All Items Status: All Available Qty > 0 Food Only Search Ext Descr Default Order Qty 1

Search Categories:
☐ Class
☒ Price Book
☐ PB Family
☐ Vendor
☐ Brand

Match Text: Start Over: JELLY Match Description: Item Number: Use spacebar to select items. Add Cancel

Item	Pack	Size	Brand	Description	On/H	Price	Price/Pack	Vendor Name
160105	200	1/2 OZ	SMUCKERS	JELLY, ASSORTED #3 PC CUPS 795	55	16.84	0.084	J.M. SMUCKER COMPAI
160110	200	1/2 OZ	SMUCKERS	JELLY, GRAPE PC CUPS 764	82	14.99	0.075	J.M. SMUCKER COMPAI
160115	200	3/8 OZ	SMUCKERS	JELLY, ASSORTED DIET PC CUPS	81	20.66	0.103	J.M. SMUCKER COMPAI
160120	200	1/2 OZ	SMUCKERS	JELLY, ASSORTED #7 PC CUPS 1691	52	15.07	0.075	J.M. SMUCKER COMPAI
160175	1	200 CT	SMUCKERS	JELLY, CHERRY PC	5	16.84	16.840	D/C ITEMS - HENRY MC
160140	200	1/2 OZ	SMUCKERS	JELLY, ASSORTED #5 PC CUPS 800	31	16.20	0.081	J.M. SMUCKER COMPAI
160180	1	200 CT	SMUCKERS	JELLY, ASSORTED #4 PC CUPS	48	15.11	15.110	J.M. SMUCKER COMPAI
160700	200	.5 OZ	PPI	JELLY, ASSORTED PC CUPS #5	242	13.69	0.068	H.J. HEINZ (PORTION P
160770	200	1/2 OZ	PPI	JELLY, ASSORTED PC #12	27	9.00	0.045	SAM'S CLUB DIRECT
162010	500	1/2 OZ	WELCH	JELLY, GRAPE PC POUCH	20	32.07	0.064	H.J. HEINZ (PORTION P
163045	1	200 CT	DIAMOND CR	JELLY, GRAPE PC 1/2 OZ CUP	117	10.16	10.160	DIAMOND CRYSTAL BR
163050	1	200 CT	DIAMOND CR	JELLY, ASSORTED 1/2 OZ CUP	45	11.73	11.730	DIAMOND CRYSTAL BR
163055	200	1/2 OZ	DIAMOND CR	JELLY, ASSORTED PC POUCH 70048	86	9.52	0.048	DIAMOND CRYSTAL BR
271010	6	10 CAN	MERIT	JELLY, ASSORTED APPLE CANNED	8	54.49	9.082	DOT FOODS (DRY)
271020	6	10 CAN	GARDEN CLU	JELLY, GRAPE	23	47.41	9.877	CLEMENTS FOODS CO
625205	72	2.8 OZ	ADVANCE PI	SANDWICH, PEANUT BUTTER & GRAPE JELLY	53	38.99	0.542	ADVANCE FOOD COMP
625485	72	2.8 OZ	SMUCKERS	UNCRUSTABLE, PEANUT BUTTER & GRAPE JELLY	35	43.31	0.602	J.M. SMUCKER ILC

History: 1 7 History for: Last Purchased: Weeks Since Last: Brand: ADVANCE PI Price Bk: FROZEN Class: FROZEN FOOD Vendor: ADVANCE FOOD COMPANY Cmp: 2 Div: 1 Loc: 1 Whs: 2 Selected 1

5. Select an item to add to the recipe and press SPACE BAR. Click **Add**.
6. The selected item displays on the recipe ingredients list on the bottom section of the Recipes window.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit
salad	0	house salad		7/5/2011 2:32:06 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.
condiment	0	house dressing		7/5/2011 2:22:50 PM	<input type="checkbox"/>		5 SERVING	<input type="checkbox"/>		0.68		0.
salad	0	grilled chicken salad		7/5/2011 4:22:33 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	12.00	0.80	6.6	11.
sandwich	0	peanut butter and jelly		7/5/2011 3:50:02 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00	0.0	0.
condiment	0	sandwich spread		8/26/2011 10:50:34 A	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00	0.0	0.

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Description ITEM FILTER

Contains Recipes

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep No
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN		OZ	<input checked="" type="checkbox"/>	3.87	T		
271020	6	10 CAN	GARDEN CLU	JELLY, GRAPE				<input checked="" type="checkbox"/>	47.41	C		

Contained in

Ln: 2

\$0.000 per SERVING Profit per SERVING \$0.000
\$0. per FLOZ \$0.000

Food Cost %

7. Click **Go To Inventory**. The Inventory Manager window displays.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold **Go To Recipes**

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)
You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
R00000	BATCH	1	RECIPE	house salad			5.96	R	<input type="checkbox"/>				0.00
R00000	BATCH	1	RECIPE	turkey sandwich				R	<input type="checkbox"/>				0.00
200730	16.9 OZ	12	IMPORTED	VINEGAR, BALSAMIC				C	<input type="checkbox"/>				0.00
252000	3 LITER	4	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%			27.20	C	<input type="checkbox"/>				0.00
882121	3 LB	1	FRESH	LETTUCE, SPRING MIX			97.75	C	<input type="checkbox"/>				0.00
216600	10 CAN	6	UNIFRO MAF	CARROTS, DICED			13.42	C	<input type="checkbox"/>				0.00
888280	1 LB	1	FRESH	TOMATOES, ROMA FRESH			21.41	C	<input type="checkbox"/>				0.00
884131	1 EACH	1	DOLE	LETTUCE, CELLO WRAP			27.20	C	<input type="checkbox"/>				0.00
731350	3 OZ	53	ADVANCE PI	CHICKEN, BREAST GRILL PKCD	3-			C	<input type="checkbox"/>				0.00
754190	2 LB	6	JENNIE-O	TURKEY, BREAST SLICED SMOKED .7				C	<input type="checkbox"/>				0.00
519091	8# AVG	2	SAPUTO	CHEESE, SWISS BIG EYE				C	<input checked="" type="checkbox"/>				0.00
615473	33.6 OZ	6	ROTELLA	BREAD, WHEAT BERRY 21 SLICE			3.87	C	<input type="checkbox"/>				0.00
271020	10 CAN	6	GARDEN CLU	JELLY, GRAPE				C	<input checked="" type="checkbox"/>				0.00

Ln: 37

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/Com/Unit	Inv Value	Loc Line #
1.0 CASE	(Unassigned)				<input checked="" type="checkbox"/>	0.000	0.00	0
6.0 10 CAN	(Unassigned)				<input type="checkbox"/>	0.000	0.00	0

Total for Dept Code
Total Inv Value 0.00

8. The selected recipe ingredient item is automatically added to Inventory Manager. To return to the Recipes window, click **Go To Recipes**.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The main table lists recipes with columns for Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, and Gross Profit. The selected recipe is 'peanut butter and jelly' (Seq 0, Description 'peanut butter and jelly', PLU #, Revision '7/5/2011 3:50:02 PM', Sellable, Yield 1, UOM 'SERVING', Inventory, Sell Price 12.00, Food Cost 0.00, FC % 0.0, Gross Profit 0.0).

Below the main table, there is a section for 'Contains Recipes' and 'Contained in'. The 'Contains Recipes' section shows a list of ingredients with columns for Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTP, Case Cost, Src, Used Cost, and Prep No. The selected ingredient is 'BREAD, WHEAT BERRY 21 SLICE' (Item 615473, Pack 6, Size 33.6 OZ, Brand ROTELLA, Description 'BREAD, WHEAT BERRY 21 SLICE', ExtDescr 'S/O MEAN', Qty 1, UOM 'OZ', RTP, Case Cost 3.87, Src 'I', Used Cost, Prep No).

At the bottom of the window, there is a summary section showing 'Profit per SERVING' as \$0.000 and 'Food Cost %' as 0.000.

9. The Recipes window displays. Repeat steps 5-8 to add more items not in Inventory Manager to the selected recipe.

Add Ingredient Quantity and Unit of Measure

Use this procedure to add the quantity of an ingredient and the ingredient's unit of measure to a selected recipe and indicate the order to add ingredient items when preparing the recipe.

1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with buttons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, and FC %.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
condiment	0	house dressing		7/5/2011 2:22:50 PM	<input type="checkbox"/>		5 SERVING	<input type="checkbox"/>		0.68	
salad	0	grilled chicken salad		7/5/2011 4:22:33 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	12.00	0.80	6
sandwich	0	peanut butter and jelly		7/5/2011 3:50:02 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00	0
condiment	0	sandwich spread		8/26/2011 10:50:34 A	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00	0

Below the recipe list, there is a 'Workspace' section with a 'Show Navigator' button and a 'Back' button. It also includes a 'Show Quick Add Bar' and a 'Recalc Price' button. The 'Contains Recipes' section shows a list of items with columns: Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTF, Case Cost, Src, and Used Cost.

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost
200730	12	16.9 OZ	IMPORTED	VINEGAR, BALSAMIC		75.1	ML	<input checked="" type="checkbox"/>	25.08	C	\$0.313
252005	4	3 LITER	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%	S/O BLESS	150	ML	<input checked="" type="checkbox"/>	27.20	I	\$0.340

At the bottom, there is a 'Ln: 2' field and a summary section showing '\$0.136 per SERVING' and '\$0 per FLOZ'. The 'Profit per SERVING' is calculated as 'Approx 6,004.9 ML in a case'.

2. Select a recipe. In this example, the sandwich recipe, peanut butter and jelly is selected.

The screenshot shows the 'Recipes [User-Initial Workspace]' window with the 'sandwich' recipe, '5 peanut butter and jelly' selected. A red box highlights the selected recipe. A callout box points to the 'UOM' field in the ingredient list, stating 'Select or define a unit of measure for each ingredient.' Another callout box points to the 'Qty' field, stating 'Enter the ingredient quantity in the Qty field.'

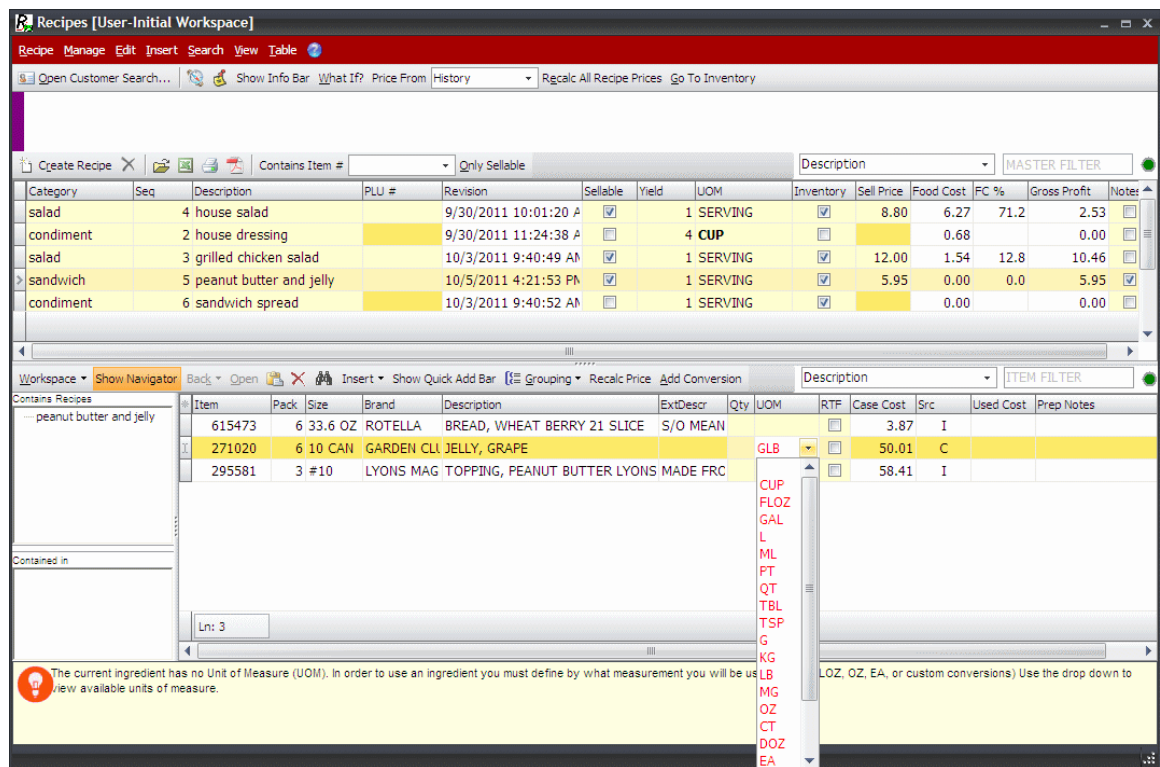
Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross
sandwich	5	peanut butter and jelly		10/5/2011 4:21:53 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	5.95	0.00	0.0	
condiment	6	sandwich spread		10/3/2011 9:40:52 AM	<input type="checkbox"/>		1 SERVING	<input type="checkbox"/>				
sandwich	1	ham sandwich		10/3/2011 9:41:27 AM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>				
	0	test item		10/5/2011 4:20:15 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>				

The 'Contains Recipes' section shows a list of items with columns: Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTF, Case Cost, Src, Used Cost, and Prep No.

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep No
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN			<input type="checkbox"/>	3.87	I		
271020	6	10 CAN	GARDEN CLI	JELLY, GRAPE				<input type="checkbox"/>	50.01	C		
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS MADE PRC				<input type="checkbox"/>	58.41	I		

At the bottom, there is a 'Ln: 3' field and a summary section showing '\$0.000 per SERVING' and 'Food Cost % 0.00'.

- For each ingredient item, select a standard unit of measure or conversion unit you previously created from the **UOM** drop-down list.

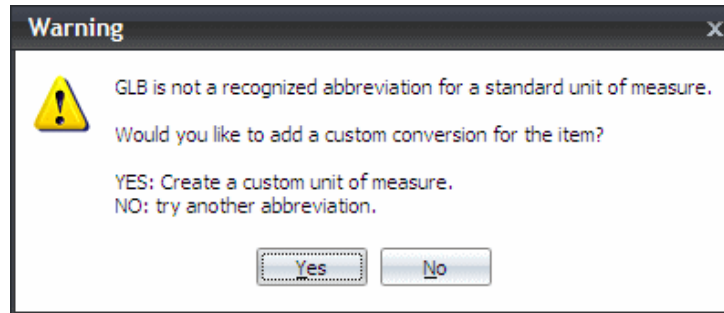


Note:

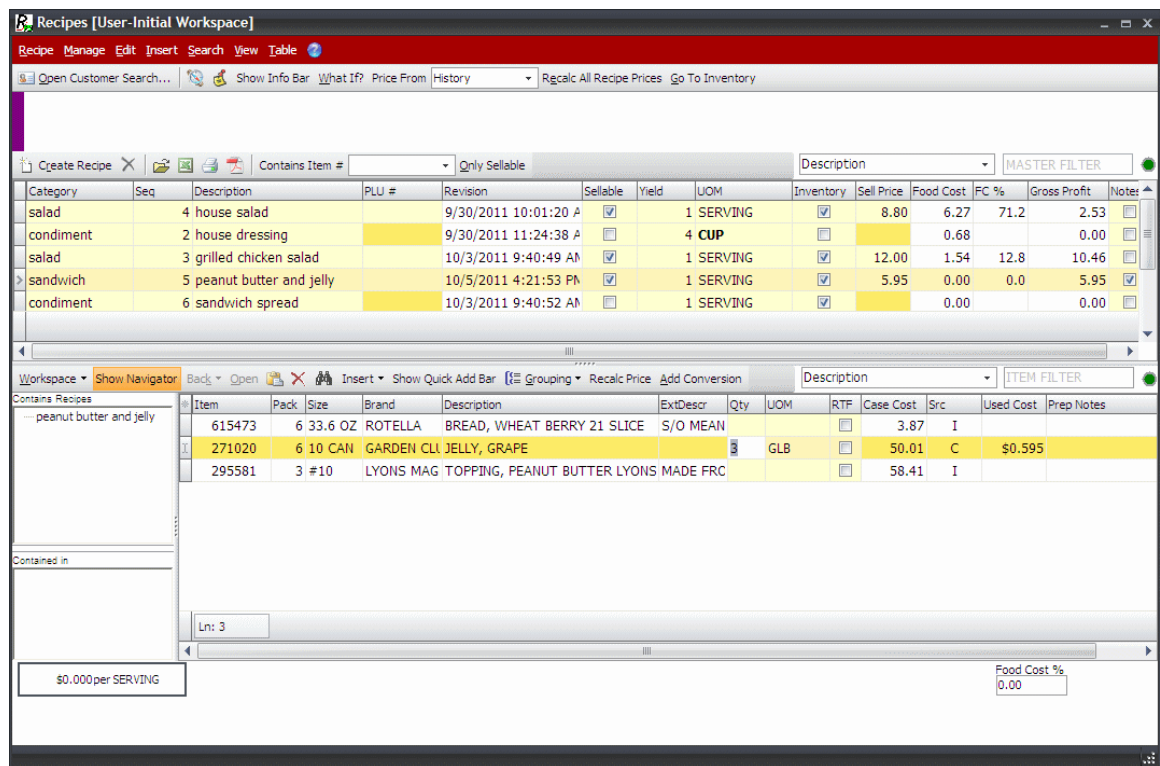
If you add an ingredient item to a recipe and a conversion is not defined for the unit of measure, the message displays: The current ingredient has no conversion to <UOM name>. Press SHIFT+CTRL+A to set one up or ALT+G to go to Inventory Manager. If the conversion is already defined, press CTRL+ALT+F to validate.

Press SHIFT+CTRL+A to display the Convert It Wizard box and enter the unit of measure without leaving Recipe Manager, or go to Inventory Manager and set up the conversion.

For more information about the Convert It Wizard, see the *Power Sell Inventory Manager User Guide*.



- For each ingredient item, type the quantity of the selected unit of measure in the **Qty** field.



- Ingredient item cost per recipe serving displays in the **Used Cost** column for each ingredient. Total ingredient food cost per serving and food cost percentage display on the bottom of the Recipes window. Total ingredient food cost per serving, food cost percentage, and gross profit per serving display in the **Food Cost**, **FC %**, and **Gross Profit** fields.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with icons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The 'sandwich' category is selected, showing three items: 'house salad', 'grilled chicken salad', and 'peanut butter and jelly'. The 'peanut butter and jelly' item is highlighted, and its details are shown in the bottom section. The bottom section includes a table of ingredients with columns: Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTF, Case Cost, Src, Used Cost, and Prep Notes. The 'peanut butter and jelly' item is highlighted, and its details are shown in the bottom section. The bottom section also includes a summary bar with 'Ln: 3', 'Approx 180 SL in a case', and 'Food Cost % 13.85'.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	4	house salad		9/30/2011 10:01:20 A	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	6.27	71.2	2.53	
condiment	2	house dressing		9/30/2011 11:24:38 A	<input checked="" type="checkbox"/>	4	CUP	<input checked="" type="checkbox"/>		0.68		0.00	
salad	3	grilled chicken salad		10/3/2011 9:40:49 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	12.00	1.54	12.8	10.46	
sandwich	5	peanut butter and jelly		10/6/2011 9:07:01 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	5.95	0.82	13.8	5.13	
condiment	6	sandwich spread		10/3/2011 9:40:52 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>		0.00		0.00	

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN	2.00	SL	<input checked="" type="checkbox"/>	3.87	I	\$0.043	
271020	6	10 CAN	GARDEN CLI	JELLY, GRAPE	3.00 GLB			<input checked="" type="checkbox"/>	50.01	C	\$0.595	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS MADE FRC	2.00 TBL			<input checked="" type="checkbox"/>	58.41	I	\$0.185	

Ln: 3

Approx 180 SL in a case

\$0.824per SERVING

Food Cost % 13.85

Enter Recipe and Ingredient Preparation Notes

You can add two types of notes to recipes:

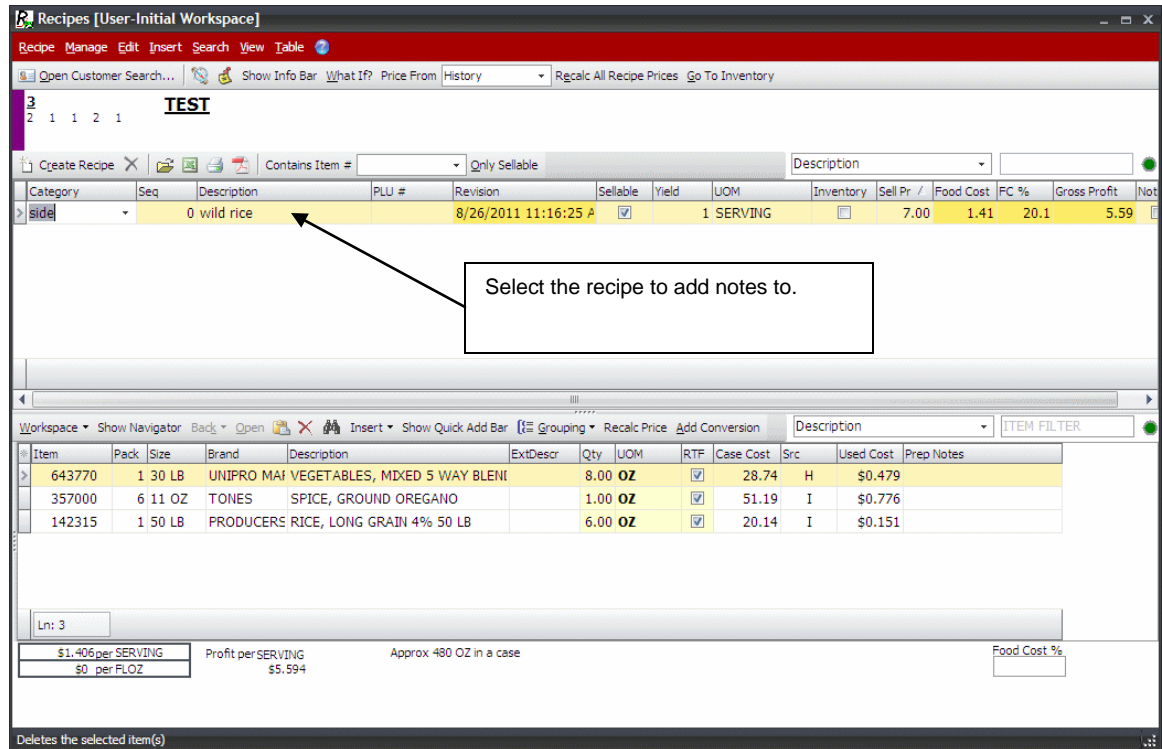
- Notes to a recipe – Use this option to identify specific information about the recipe.
- Notes to ingredient items – Use this option to identify instructions for the ingredient item when making a recipe.

This section contains procedures for adding both types of notes.

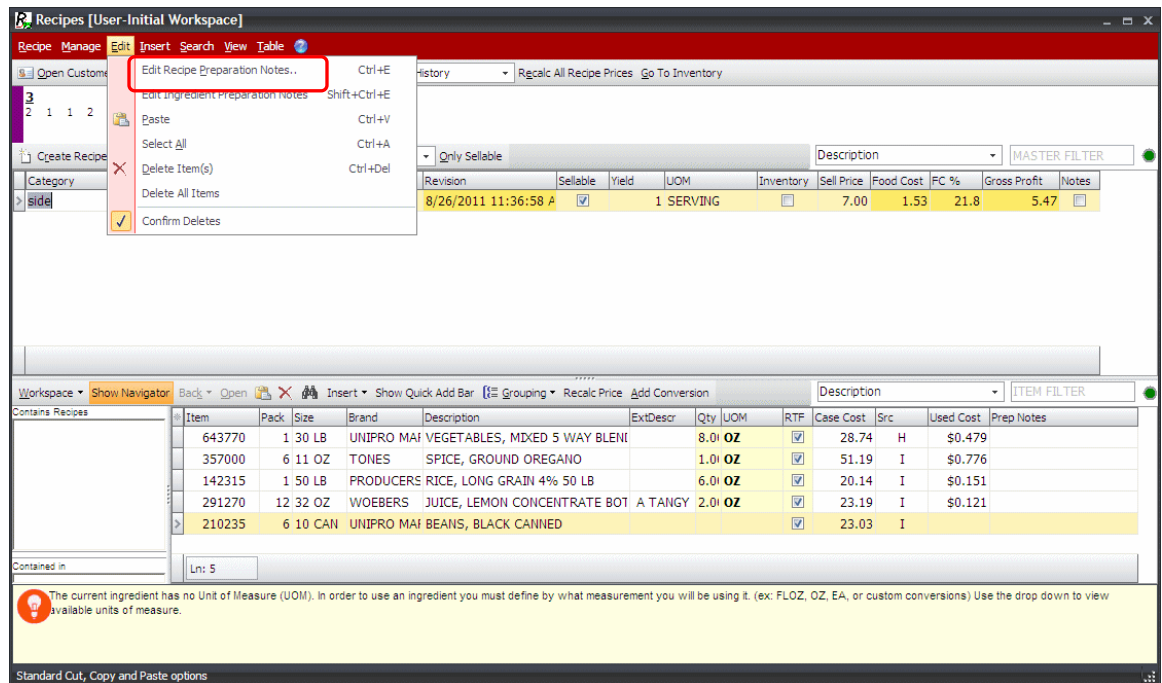
Add Recipe Instructions

Use this procedure to enter recipe preparation instructions. You can include information on combining ingredients and cooking temperature. Recipe preparation notes display when you print the recipe.

1. This procedure begins on the Recipes window.



2. Select the recipe to add notes to.



3. Press CTRL+E.

—OR—

Click **Edit** and click **Edit Recipe Preparation Notes**. The Recipe Preparation Notes box displays.

Recipe Preparation Notes

Edit the instructions on recipe preparation

Cook the rice for 20 minutes.

Drain vegetable mix.

Stir the vegetable mix into the rice.

Add the black beans last.

Press Esc to undo changes

Close

4. Type recipe instructions in the **Edit the instructions on recipe preparation** field.
5. Click **Close** to save the recipe preparation notes. The Recipes window displays.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

TEST

Create Recipe X Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
side	0	wild rice		8/26/2011 11:58:41 A	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	7.00	1.53	21.8	5.47	<input checked="" type="checkbox"/>

Workspace Show Navigator Back Open X Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
643770	1	30 LB	UNIPRO MAI	VEGETABLES, MIXED 5 WAY BLEND		8.0	OZ	<input checked="" type="checkbox"/>	28.74	H	\$0.479	
357000	6	11 OZ	TONES	SPICE, GROUND OREGANO		1.0	OZ	<input checked="" type="checkbox"/>	51.19	I	\$0.776	
142315	1	50 LB	PRODUCERS	RICE, LONG GRAIN 4% 50 LB		6.0	OZ	<input checked="" type="checkbox"/>	20.14	I	\$0.151	
291270	12	32 OZ	WOEBERS	JUICE, LEMON CONCENTRATE BOT A TANGY		2.0	OZ	<input checked="" type="checkbox"/>	23.19	I	\$0.121	
210235	6	10 CAN	UNIPRO MAI	BEANS, BLACK CANNED				<input checked="" type="checkbox"/>	23.03	I		

Contained in Ln: 5

\$1.526 per SERVING Profit per SERVING \$5.474 Approx 480 OZ in a case Food Cost %

\$0 per FLOZ

6. The **Note** check box on the recipe list is selected to indicate the selected recipe contains preparation notes.

Add Ingredient Instructions

Use this procedure to add information or additional item-specific notes to an ingredient item.

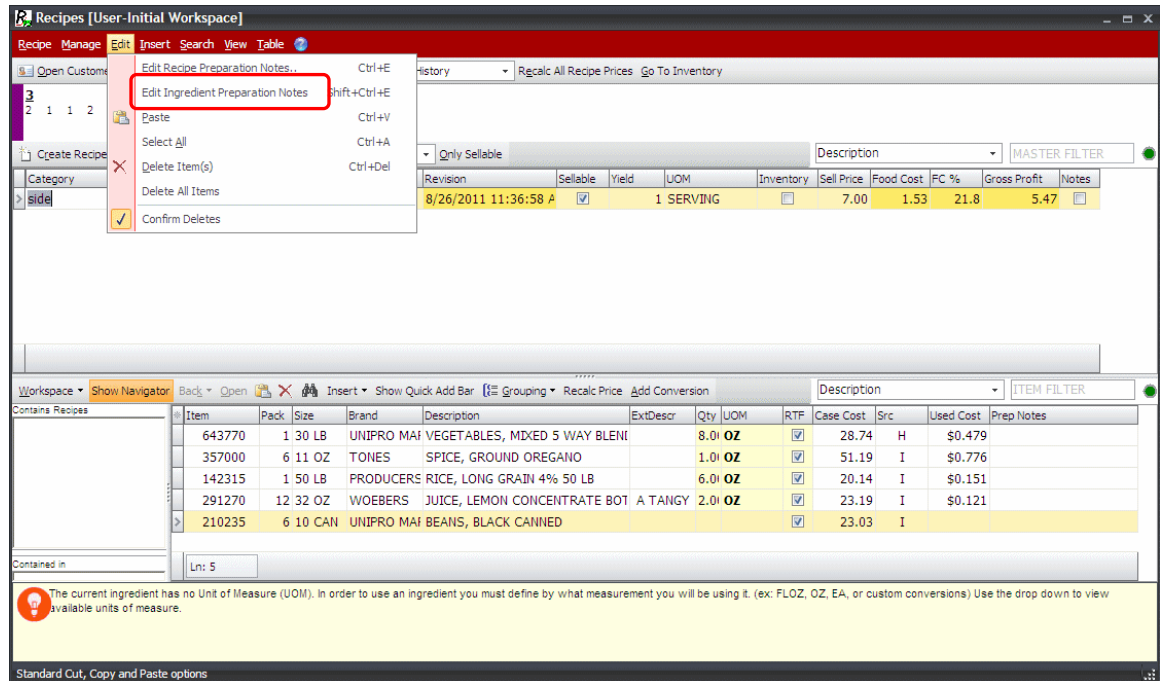
1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with icons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a recipe titled 'TEST' with a sequence of 3 items. The first item is '0 wild rice'. Below this is a table of ingredients:

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
643770	1	30 LB	UNIPRO	MIXED 5 WAY BLEND		8.00	OZ	<input checked="" type="checkbox"/>	28.74	H	\$0.479	
357000	6	11 OZ	TONES	SPICE, GROUND OREGANO		1.00	OZ	<input checked="" type="checkbox"/>	51.19	I	\$0.776	
142315	1	50 LB	PRODUCERS	RICE, LONG GRAIN 4% 50 LB		6.00	OZ	<input checked="" type="checkbox"/>	20.14	I	\$0.151	

At the bottom, there is a summary section showing 'Ln: 3', '\$1.406 per SERVING', 'Profit per SERVING \$5.594', 'Approx 480 OZ in a case', and 'Food Cost %'. A status bar at the very bottom indicates 'Deletes the selected item(s)'.

2. Select a recipe. The recipe ingredients display in the bottom section of the Recipes window.
3. Select an ingredient in the recipe item list to add information to.

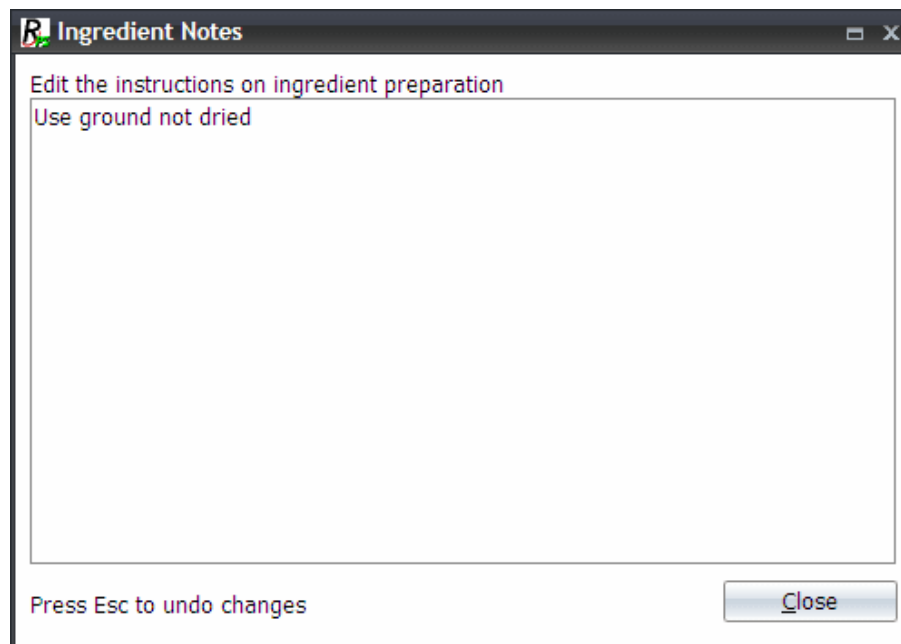


4. Press SHIFT + CTRL + E.

—OR—

Select **Edit** and select **Edit Ingredient Preparation Notes**. The Ingredient Notes box displays.

5. Type notes about the specific item into the box.



6. Click **Close**. The text entered displays in the **Prep Notes** column on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The main table displays recipe details for 'side 0 wild rice'. Below this, the 'Contains Recipes' section lists ingredients with their respective quantities and costs. A callout box points to the 'Notes' column in the ingredients table.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
> side	0	wild rice		8/26/2011 12:10:32 F	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	7.00	1.53	21.8	5.47	

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Price Notes
643770	1	30 LB	UNIPRO MAI	VEGETABLES, MIXED 5 WAY BLEND		8.00	OZ	<input checked="" type="checkbox"/>	28.74	H	\$0.479	Drain vegetables
357000	6	11 OZ	TONES	SPICE, GROUND OREGANO		1	OZ	<input checked="" type="checkbox"/>	51.19	I	\$0.776	Use ground not dried
142315	1	50 LB	PRODUCERS	RICE, LONG GRAIN 4% 50 LB		6.00	OZ	<input checked="" type="checkbox"/>	20.14	I	\$0.151	Rinse rice twice
291270	12	32 OZ	WOEBERS	JUICE, LEMON CONCENTRATE BOT	A TANGY	2.00	OZ	<input checked="" type="checkbox"/>	23.19	I	\$0.121	Lemon juice is optional
210235	6	10 CAN	UNIPRO MAI	BEANS, BLACK CANNED				<input checked="" type="checkbox"/>	23.03	I		Drain beans.

Contained in: Ln: 5

\$1.526 per SERVING
\$0 per FLOZ

Profit per SERVING \$5.474

Approx 66 OZ in a case

Food Cost %

Text from the Ingredient Notes box display here.

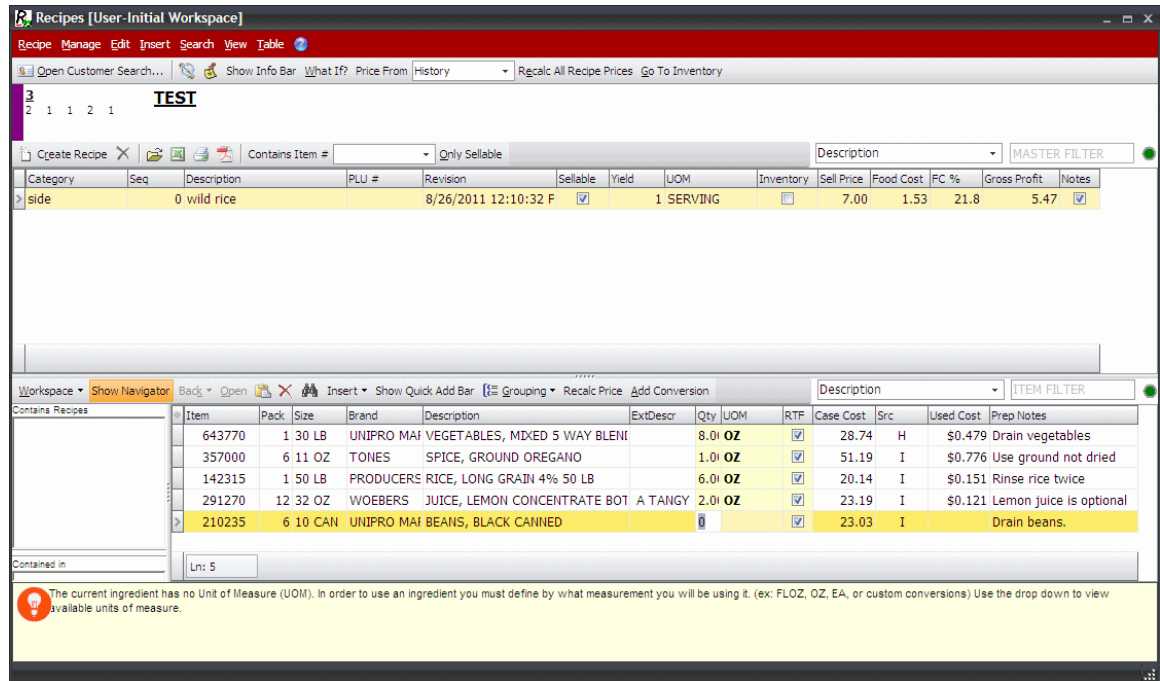
Delete Recipes and Recipe Items

This section contains procedures for deleting recipes and recipe ingredients.

Delete a Recipe Ingredient Item

Use this procedure to remove an ingredient item from a recipe.

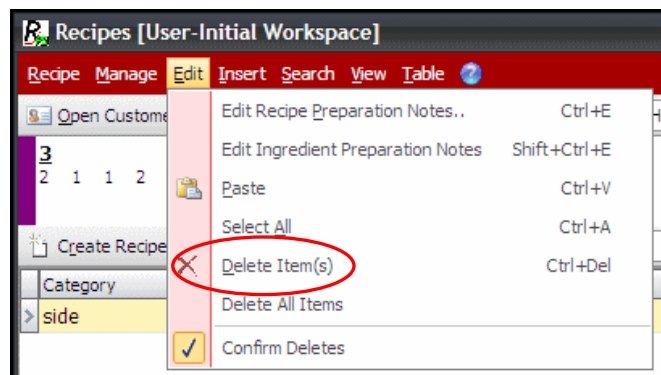
1. This procedure begins on the Recipes window.



2. Select an ingredient item to remove from the recipe.
3. Press CTRL+DELETE.

—OR—

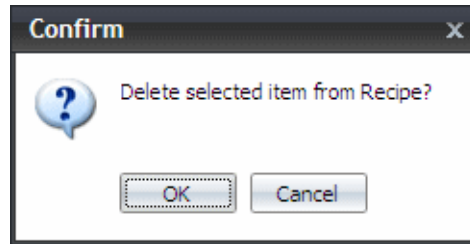
Click **Edit** and click **Delete Item**.



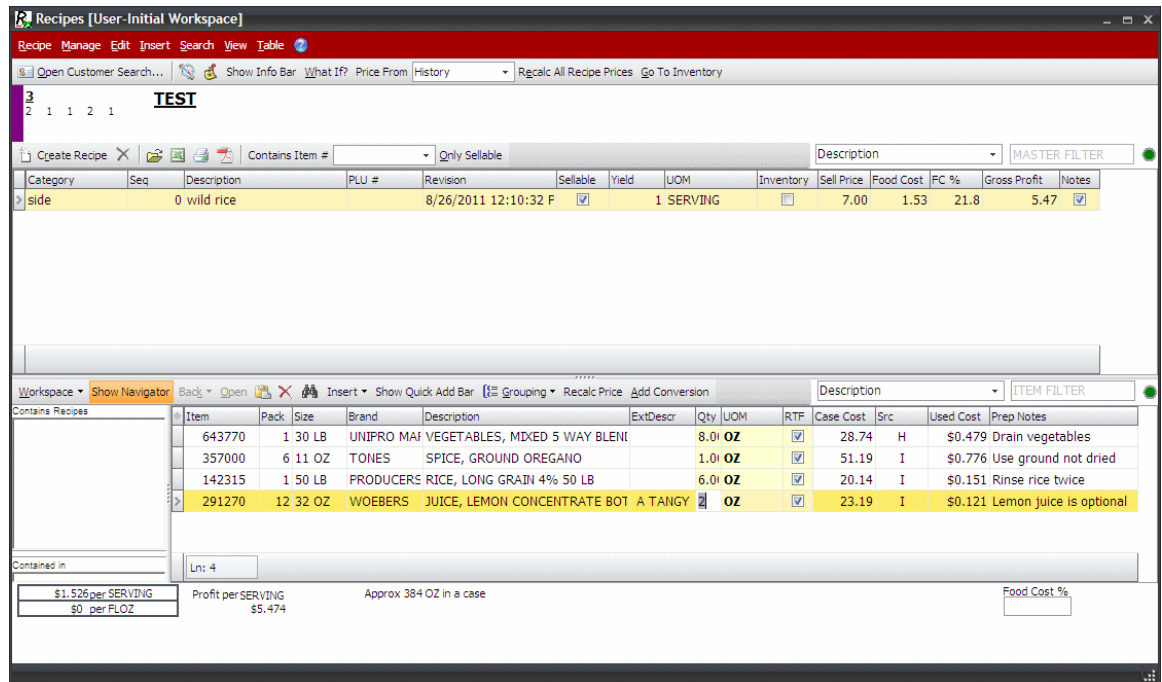
—OR—

Click delete  on the grid toolbar.

4. The Confirm box displays.

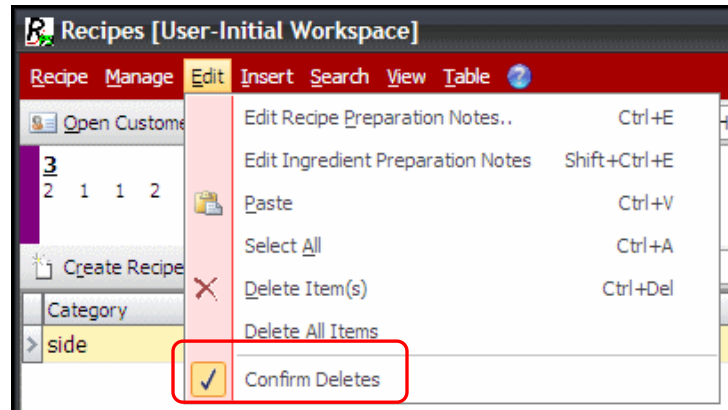


5. Click **OK**. The selected ingredient item is removed from the recipe.



Delete without Confirmation

You can choose whether a confirmation message displays when you delete an item from a recipe.



To always display the delete item confirmation message, click **Edit** and select **Confirm Deletes**. A checkmark displays next to **Confirm Deletes**.

To delete items without the confirmation message, select the **Confirm Deletes** option again. The checkmark does not display next to **Confirm Deletes**.

When the **Confirm Deletes** option is not selected, and you select a recipe item, click the delete button, press CTRL + DELETE or select **Edit > Delete Item(s)**, the confirmation message does not display. Selected items are removed from the recipe. You cannot undo this action.

Delete a Recipe

Use this procedure to remove a recipe from Recipe Manager.

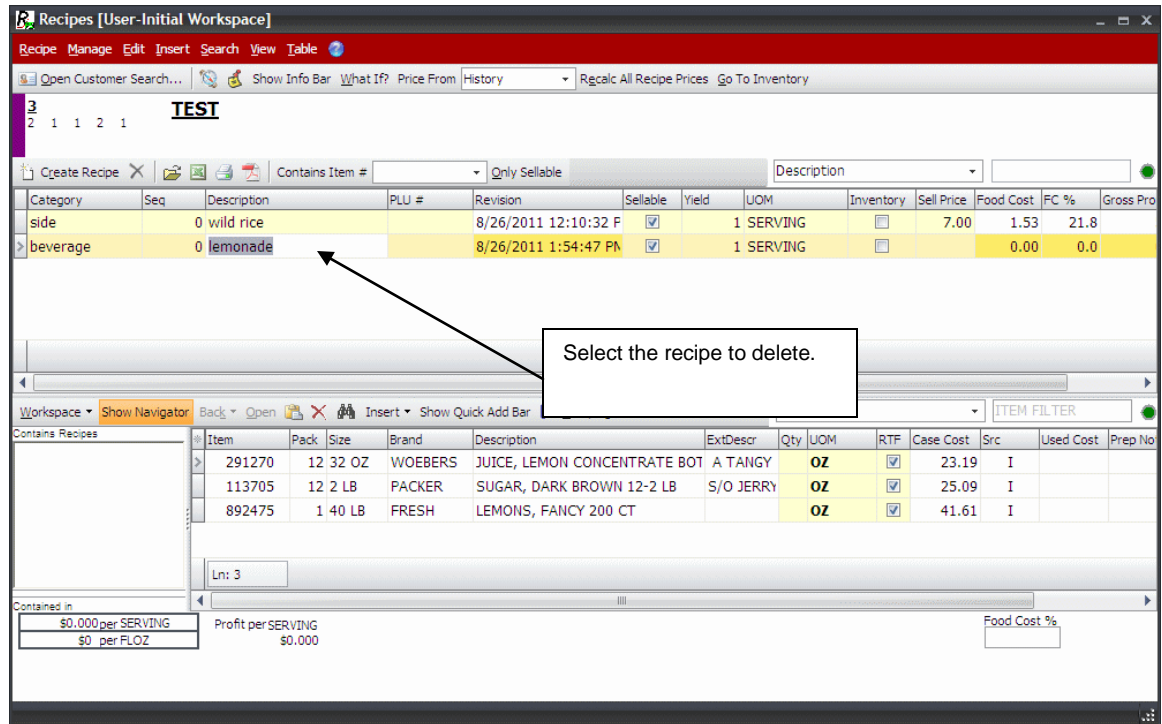
Note:

If you delete a recipe with sub-recipe ingredients, the sub-recipes are not deleted.

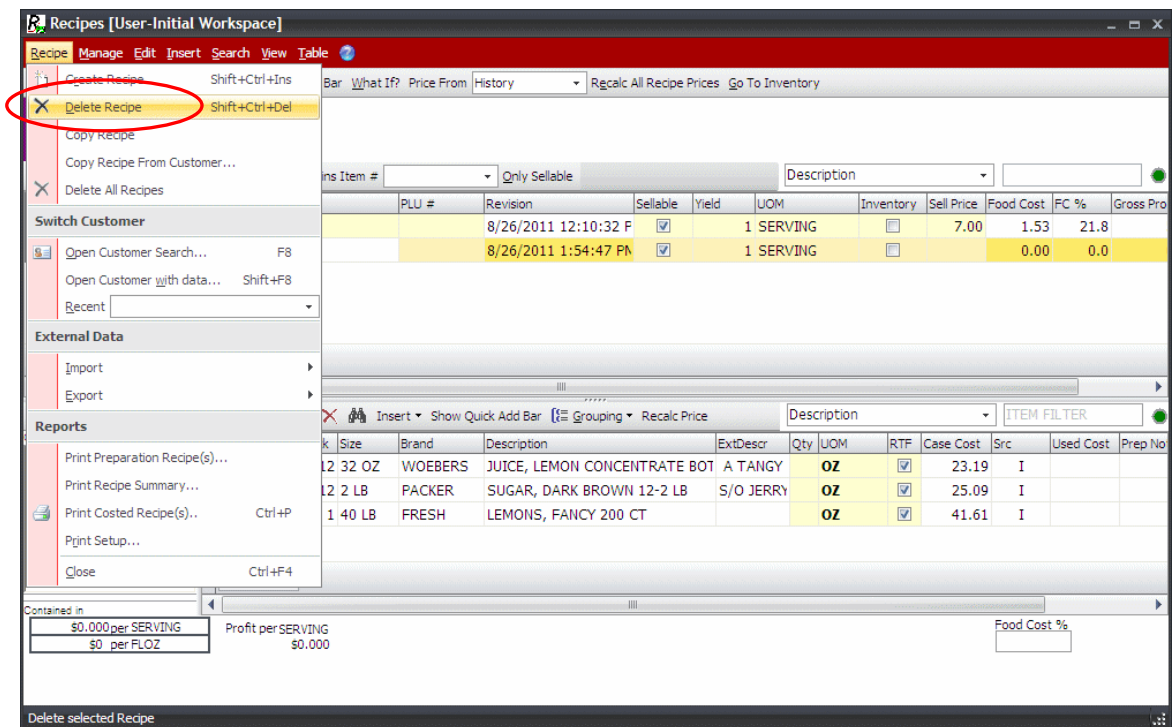
Warning!

You cannot restore a deleted recipe. Ensure you select the correct recipe to delete.

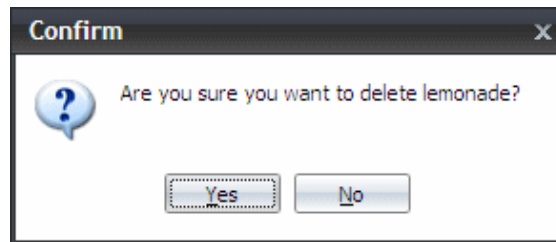
1. This procedure begins on the Recipes window.



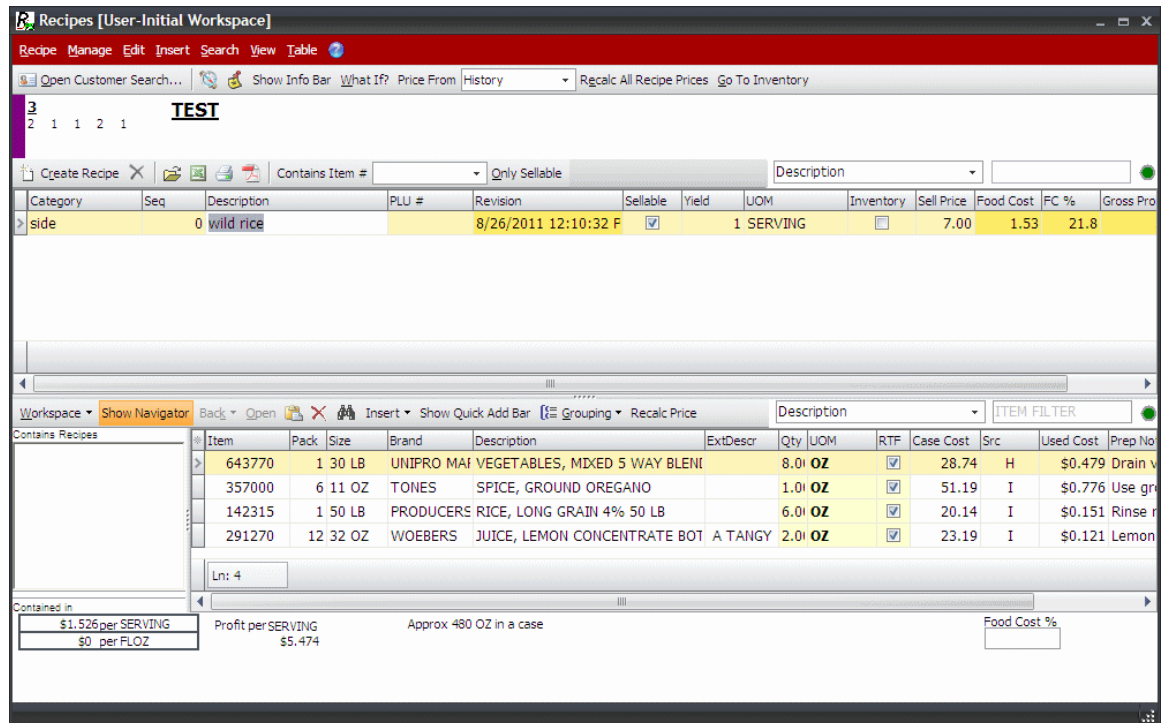
2. Select a recipe to delete.
3. Click **Recipe** and click **Delete Recipe**.



4. The Confirm box displays to confirm the delete action. Click **Yes**.



5. The recipe is deleted from Recipe Manager.



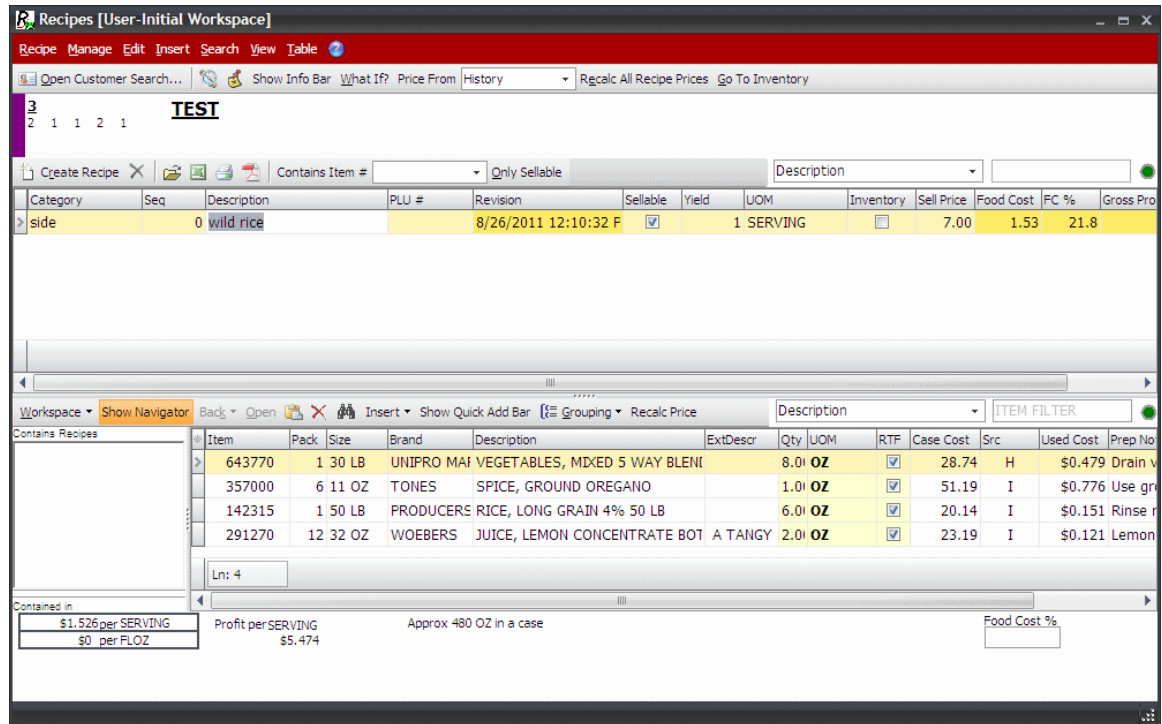
Delete All Recipes for a Customer

Use this procedure to remove all of a customer's recipes from Recipe Manager.

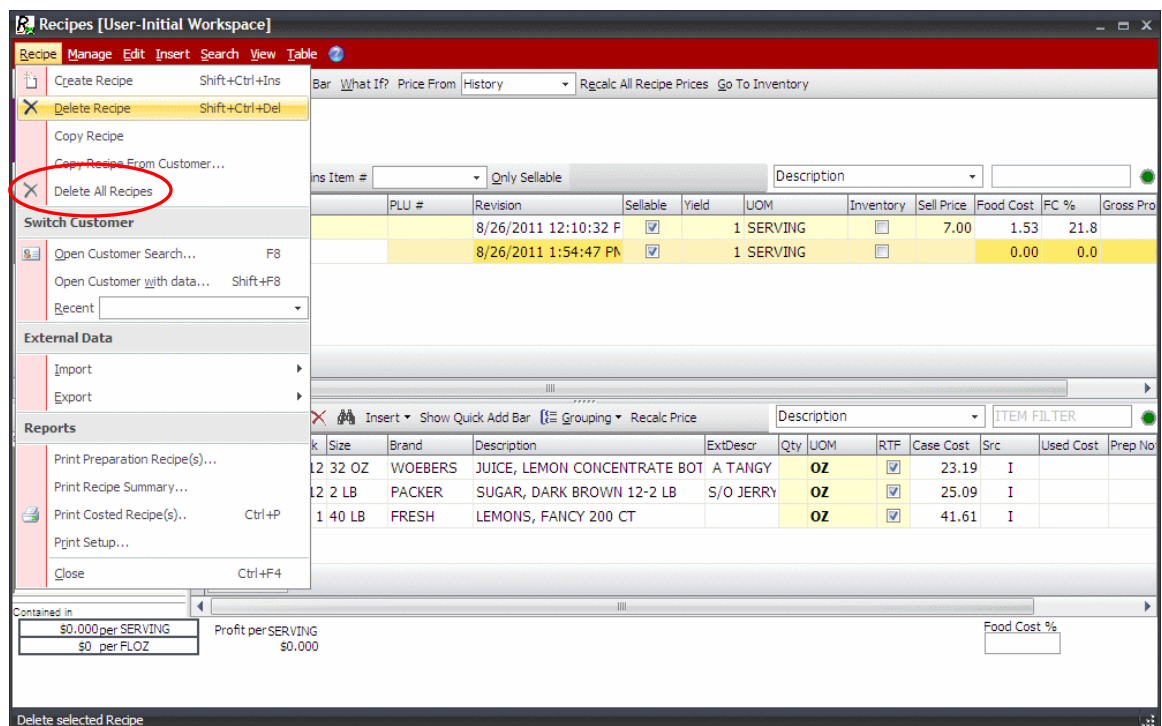
Warning!

You cannot restore deleted recipes. Ensure deleting all recipes for the selected customer is what you intend to do.

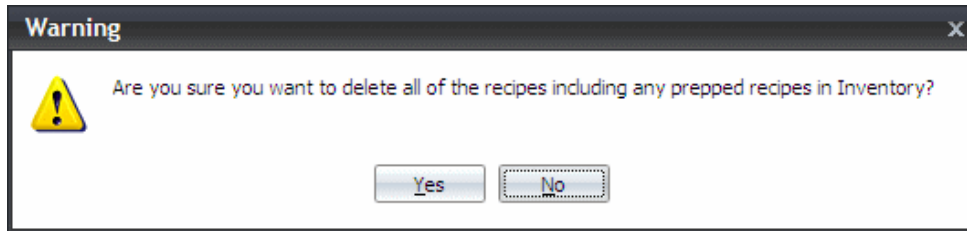
1. This procedure begins on the Recipes window.



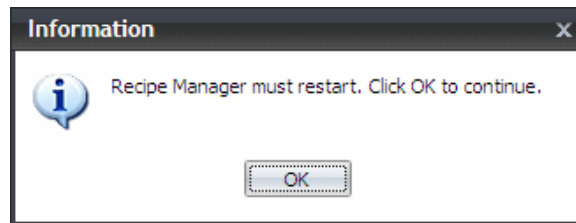
2. Select the customer with the recipes that you want to delete.



3. Click **Recipe** and select **Delete All Recipes**. A confirmation message displays.



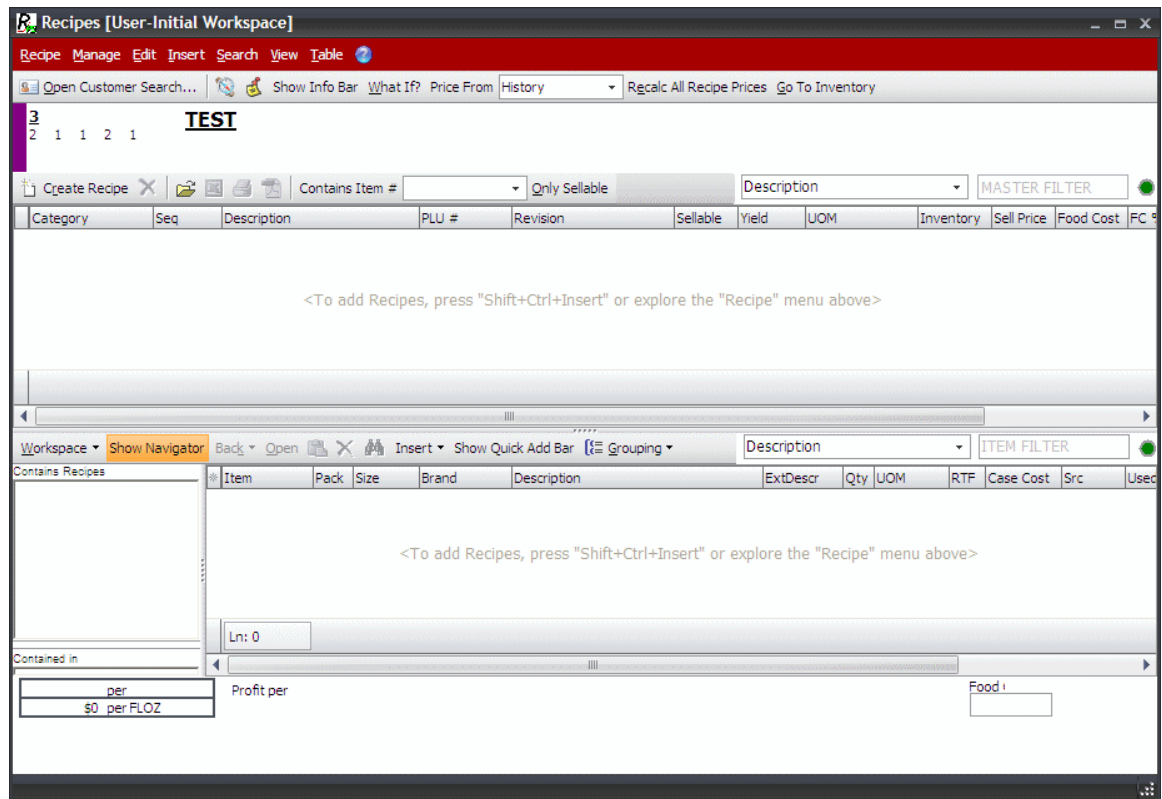
4. Click **Yes**. A message box displays.



5. Click **OK**. Progress bars display.



6. Recipe Manager restarts. The Recipes window displays.



7. All recipes for the selected customer are removed from Recipe Manager and the Recipes window is empty.

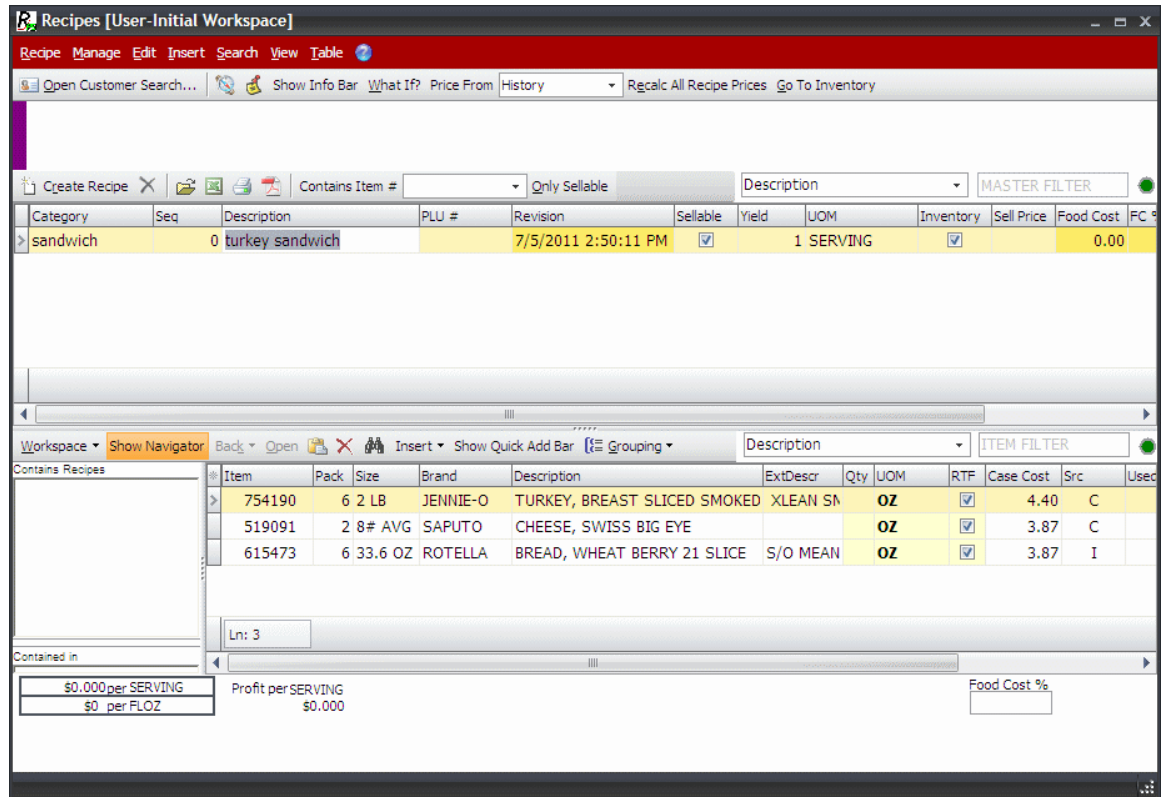
Copy Recipes

This section contains procedures for copying existing recipes to begin a new recipe. You can copy an existing recipe, copy a recipe from Banquet Planner, and copy a recipe from one customer to another customer. Copying an existing recipe saves time when developing similar recipes for the same customer or for a different customer.

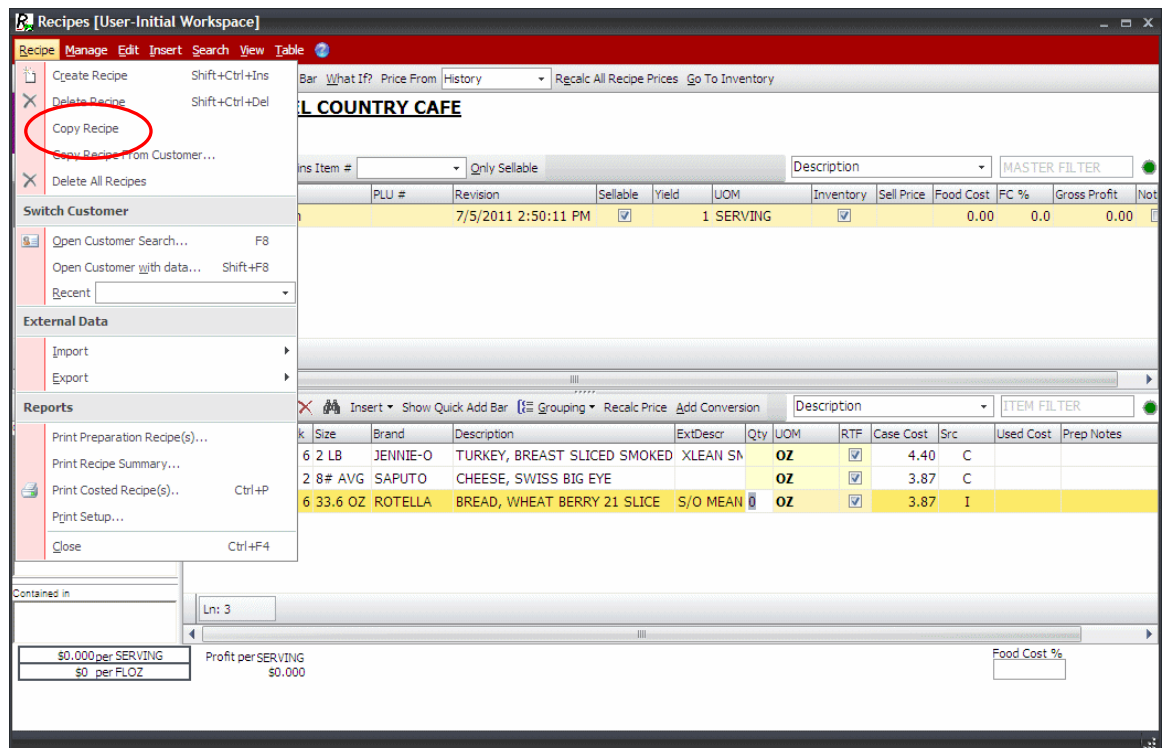
Copy an Existing Recipe

Use this procedure to create a new recipe from an existing recipe.

1. This procedure begins on the Recipes window.

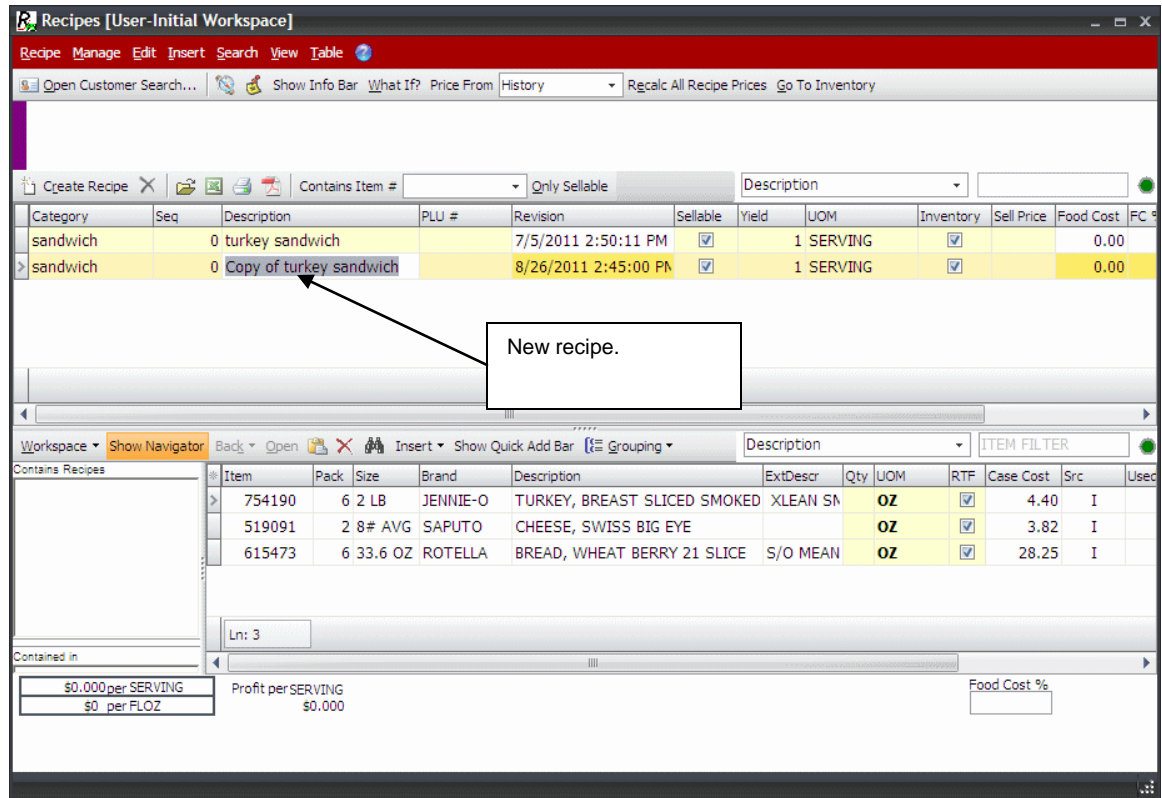


2. Select the recipe to copy to a new recipe.



3. Click **Recipe** and click **Copy Recipe**.

- Recipe Manager places a copy of the selected recipe at the end of the recipe list.



- Type the new recipe's name in the **Description** field.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
sandwich	0	turkey sandwich		7/5/2011 2:50:11 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>		0.00	
sandwich	0	ham sandwich		8/26/2011 2:27:47 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>		0.00	

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Description ITEM FILTER

Contains Recipes	Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used
	754190	6	2 LB	JENNIE-O	TURKEY, BREAST SLICED SMOKED	XLEAN SM	0	OZ	<input checked="" type="checkbox"/>	4.40	I	
	519091	2	8# AVG	SAPUTO	CHEESE, SWISS BIG EYE			OZ	<input checked="" type="checkbox"/>	3.82	I	
	615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN		OZ	<input checked="" type="checkbox"/>	28.25	I	

Ln: 3

Contained in

\$0.000 per SERVING	Profit per SERVING	Food Cost %
\$0 per FLOZ	\$0.000	

- Review the new recipe's sales price and food cost percentage. Type a revised sales price in the **Sell Price** column if necessary.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
sandwich	2	turkey sandwich		8/30/2011 11:58:59 A	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	5.00	1.35	26.9
sandwich	1	ham sandwich		8/30/2011 11:59:07 A	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	6.95	0.76	10.9

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost
519091	2	8# AVG	SAPUTO	CHEESE, SWISS BIG EYE		2.0	OZ	<input checked="" type="checkbox"/>	3.82	I	\$0.477
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN	2.0	OZ	<input checked="" type="checkbox"/>	28.25	I	\$0.280
770207	6	2 LB	TYSON	HAM, HONEY SLICED .75 OZ	S/O TOTE		OZ	<input checked="" type="checkbox"/>	50.36	I	

\$0.758 per SERVING	Profit per SERVING	Approx 16 OZ in a case	Food Cost %
\$0 per FLOZ	\$6.192		

7. Make changes to the new recipe:

- Use the procedures in the “Add Ingredients to a Recipe” section on page 36 to add ingredients if necessary.
- Use “Delete a Recipe Ingredient Item” procedure on page 51 to delete ingredients if necessary.
- Use the “Add Ingredient Quantity and Unit of Measure” procedure on page 42 to define ingredient preparation order, select units of measure for the ingredients, and enter ingredient quantities.
- Use the procedure in the “Enter Recipe and Ingredient Preparation Notes” on page 46 to enter recipe preparation instructions.

Copy a Recipe from another Customer

If your company has multiple customers and you have access to other customers, use this procedure to copy a recipe from one customer’s Recipe Manager database to another customer’s Recipe Manager database.

Note:

Access to this option depends on your company’s environment.

1. This procedure begins on the Recipes window.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
condiment	0	house dressing		7/5/2011 2:22:50 PM	<input type="checkbox"/>		5 SERVING	<input type="checkbox"/>		0.68	
salad	0	grilled chicken salad		7/5/2011 4:22:33 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	12.00	0.80	6
sandwich	0	peanut butter and jelly		7/5/2011 3:50:02 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00	0
condiment	0	sandwich spread		8/26/2011 10:50:34 A	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00	0

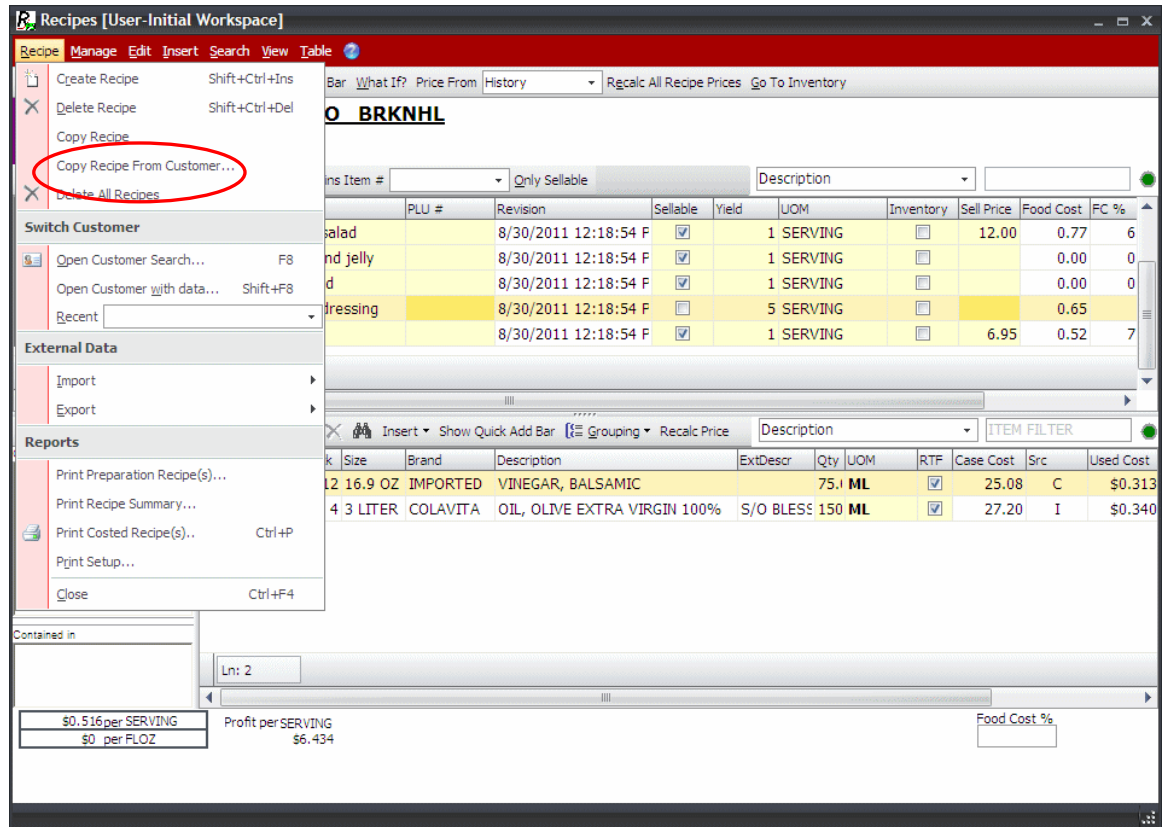
Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Description ITEM FILTER

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost
200730	12	16.9 OZ	IMPORTED	VINEGAR, BALSAMIC		75.1	ML	<input checked="" type="checkbox"/>	25.08	C	\$0.313
252005	4	3 LITER	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%	S/O BLES	150	ML	<input checked="" type="checkbox"/>	27.20	I	\$0.340

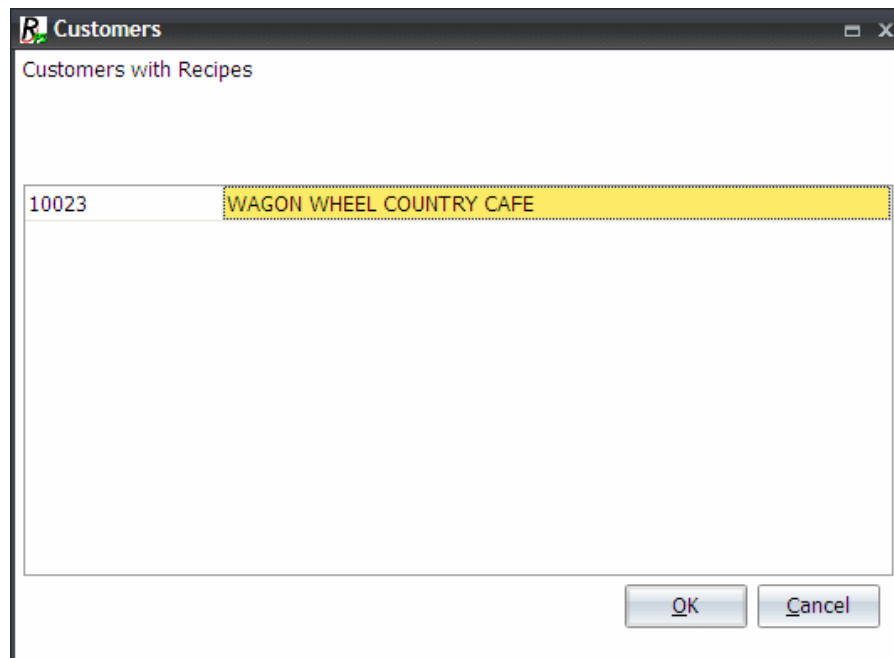
Ln: 2

\$0.136 per SERVING Profit per SERVING Approx 6,004.9 ML in a case Food Cost %
\$0. per FLOZ

- The Recipes window displays for the selected customer. Click **Recipe** and click **Copy from Customer**.



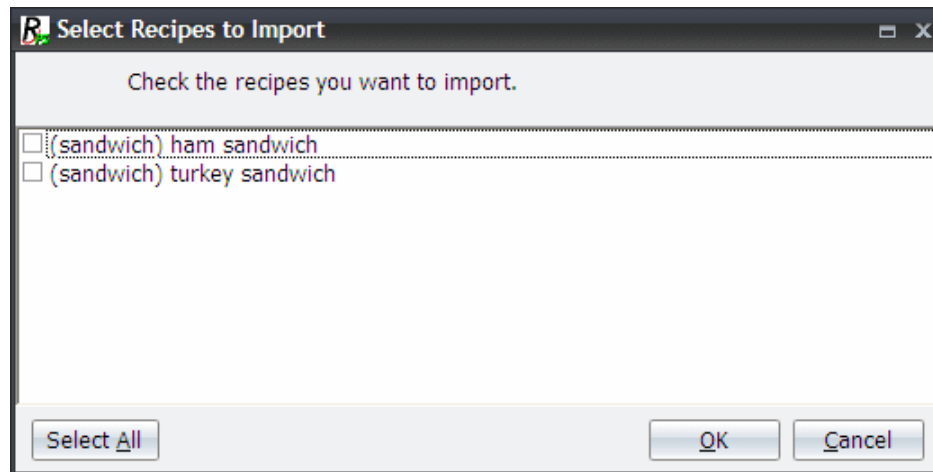
- The Customers box displays a list of customers with recipes. Select a customer and click OK.



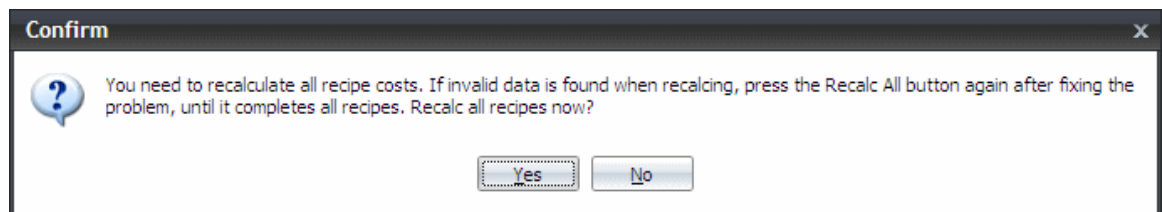
- The Select Recipes to Import box displays. To copy all the recipes, click **Select All**.

—OR—

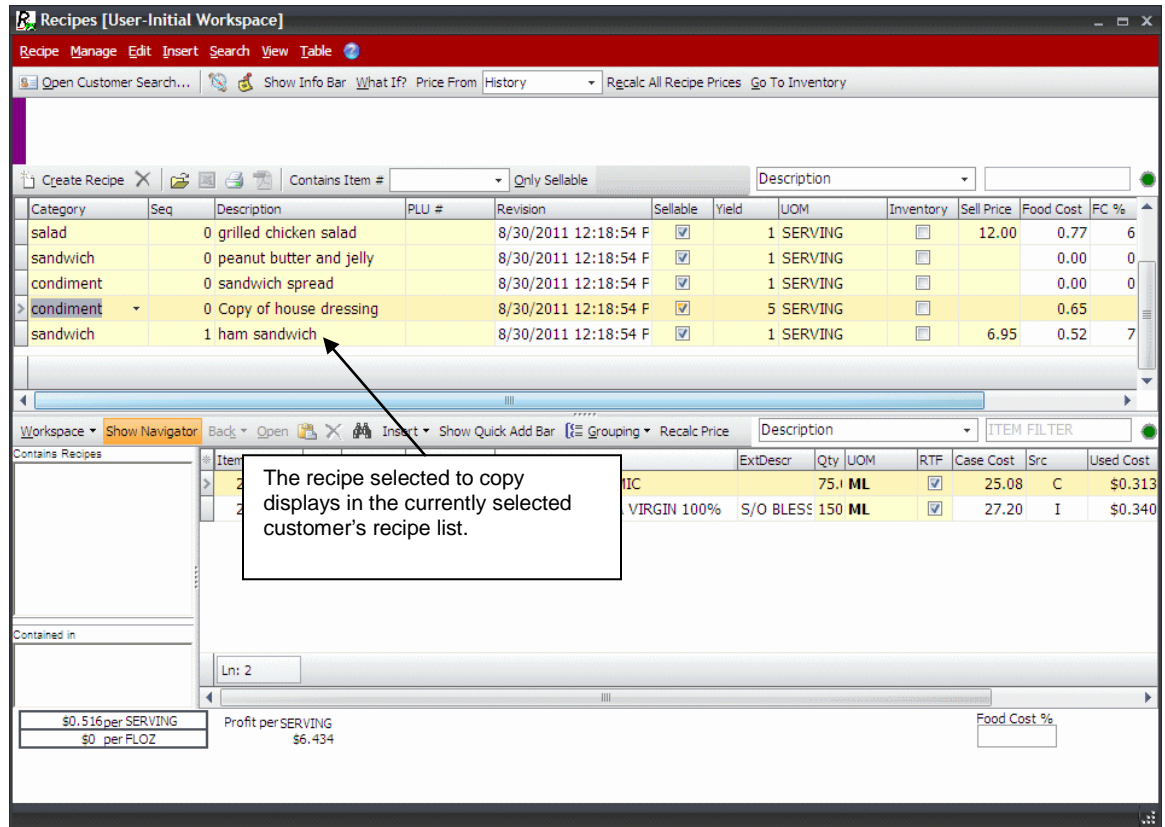
Select the check box next to each recipe to copy and click **OK**.



5. The Confirm box displays the message: You need to recalculate all recipe costs. Click **Yes**.



6. The new recipes display in the recipe list on the Recipes window.



8. Make changes to the new recipe:

- Use the procedures in the “Add Ingredients to a Recipe” section on page 36 to add ingredients if necessary.
- Use “Delete a Recipe Ingredient Item” procedure on page 51 to delete ingredients if necessary.
- Use the “Add Ingredient Quantity and Unit of Measure” procedure on page 42 to define ingredient preparation order, select units of measure for the ingredients, and enter ingredient quantities.
- Use the procedure in the “Enter Recipe and Ingredient Preparation Notes” on page 46 to enter recipe preparation instructions.

Work with Units of Measure (UOMs)

Recipe Manager and Inventory Manager allow you to define how you work and measure each item in your company's inventory and in each recipe. Managing conversions is an important tool for keeping your inventory, pricing, and food cost calculations accurate.

Use the information in this section to find out how to work with units of measure in Inventory Manager.

Correct Conversion Problems

When you add items to your inventory, you define how Inventory Manager calculates item data and how you measure the amount of an item in each location in your company. For detailed information about adding items to Inventory Manager, see the *Power Sell Inventory Manager User Guide*.

Recipe Manager allows you to determine how to measure each recipe ingredient. You are not limited to defining quantities based on the unit of measure assigned in Inventory Manager.

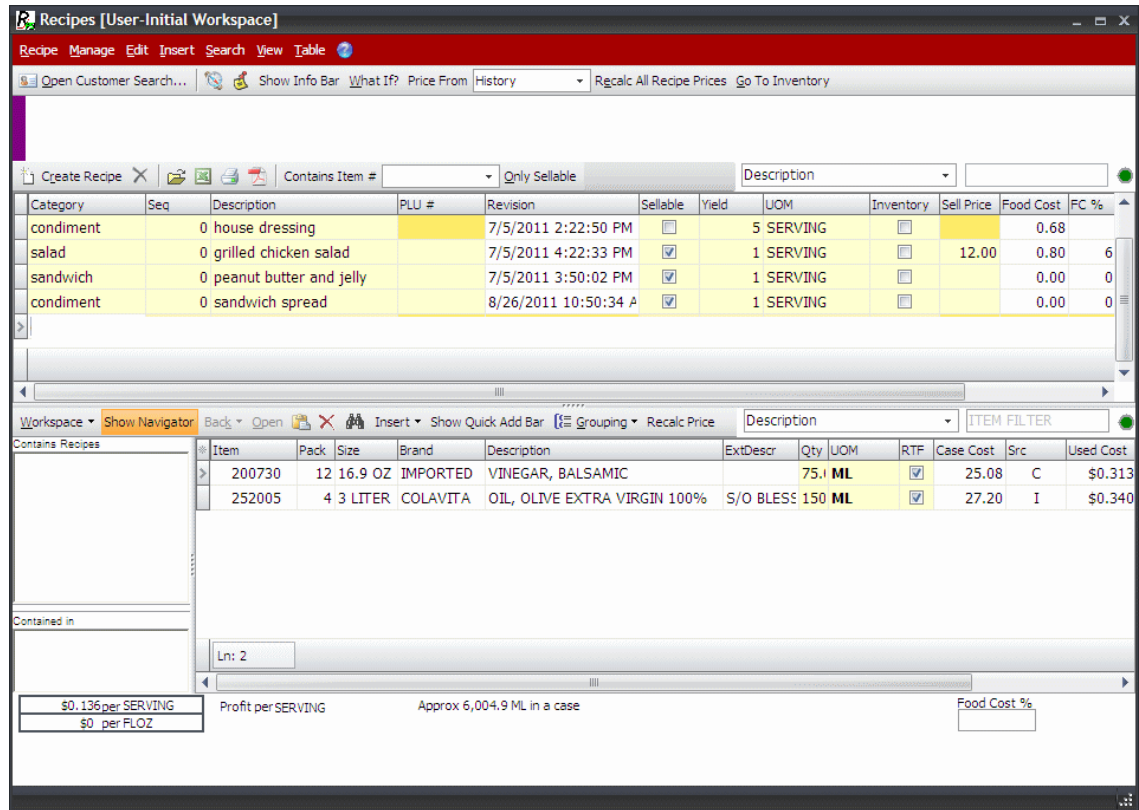
Use the following information when you work with recipes and enter ingredient quantities:

- Each item you add to a recipe is associated with conversion settings. You can use existing units of measure or follow Recipe Manager application instructions to define a new unit of measure for your recipe.
- Standard units of measure are units of volume, weight, or count such as dozen, ounce, fluid ounce, or pound. Standard units of measure display in bold text in the **UOM** drop-down list in the recipe ingredient list section of the Recipes window.
- Custom units of measure are non-standard units of volume, weight, or count that you define such as slice or wedge.
- Recipe Manager allows you to change units and automatically adjusts quantities, pricing, and food cost calculations.

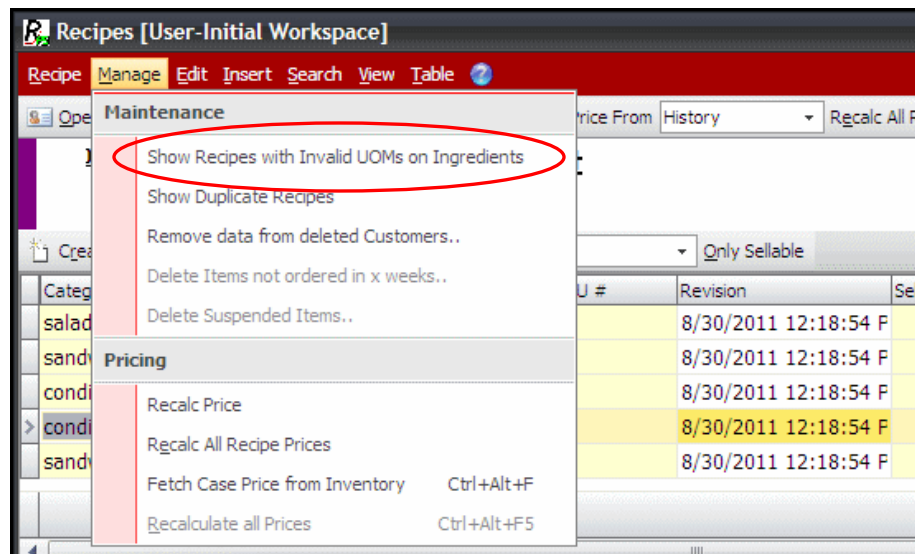
Locate Invalid Units of Measure

Use this procedure to find recipes with invalid units of measure.

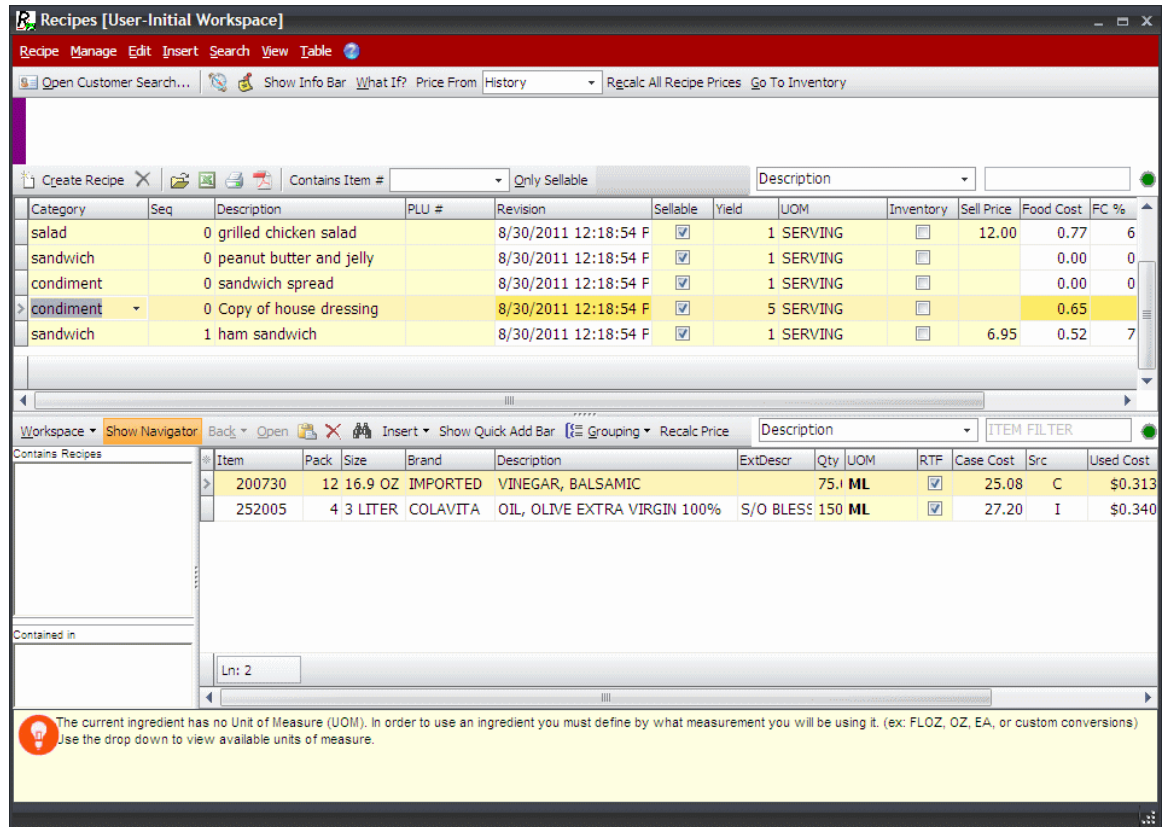
1. This procedure begins on the Recipes window.



2. Click **Manage**.



3. Click **Show Recipes with Invalid UOMs on Ingredients**. The Recipes window displays only recipes with unit of measure errors and selects the first invalid unit of measure ingredient.



4. Follow the instructions for correcting the invalid unit of measure that display in the status section of the Inventory Manager window.

—OR—

Use the procedure in the following section, “Define Standard Units of Measure”, to create a unit of measure based on a standard unit of measure.

Define Units of Measure

Inventory items are set up with a conversion based on a standard unit of measure such as number of gallons in a case. You can define smaller standard units of measure for inventory items such as a teaspoon when you add them as recipe ingredients. For example, you can build a relationship between teaspoons and gallons so Inventory Manager can tie the number of gallons to the number of cases.

Add a Standard Unit of Measure

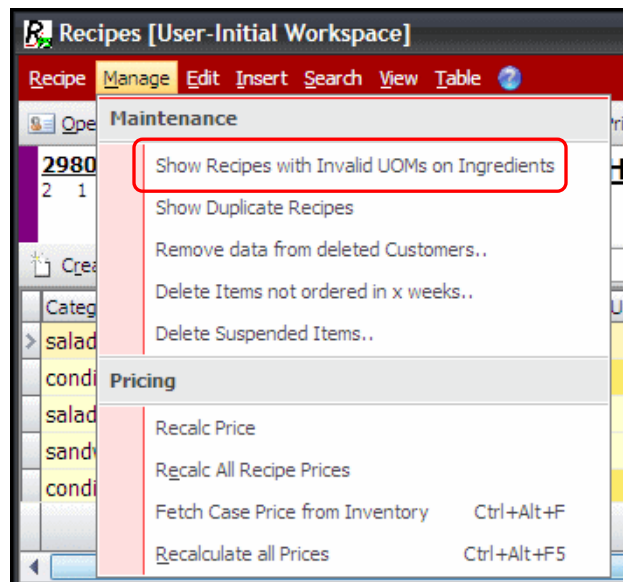
Use this procedure to create a unit of measure based on a standard unit of measure.

1. This procedure begins on the Recipes window.

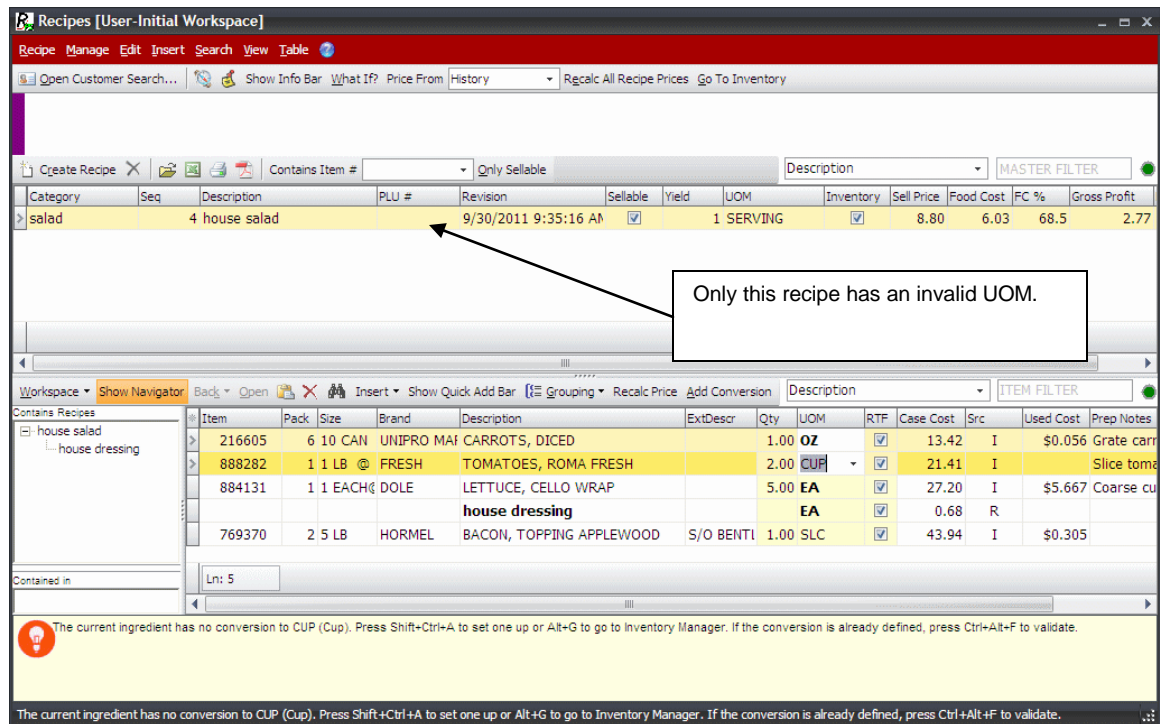
The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu bar is a toolbar with icons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, and Gross Profit. The table lists several recipes, including 'house salad', 'house dressing', 'grilled chicken salad', 'peanut butter and jelly', and 'sandwich spread'. Below the table is a 'Workspace' section with a 'Show Navigator' button and a list of recipes. The bottom of the window shows a summary of the selected recipe, including the total cost per serving (\$6.266) and the food cost percentage (71.20%).

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit
salad	4	house salad		9/29/2011 3:07:35 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	6.27	71.2	2.53
condiment	2	house dressing		9/29/2011 2:44:42 PM	<input checked="" type="checkbox"/>	4	EA	<input checked="" type="checkbox"/>		0.68		0.68
salad	3	grilled chicken salad		9/29/2011 4:03:24 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	12.00	1.45	12.1	10.55
sandwich	5	peanut butter and jelly		9/29/2011 4:11:54 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	5.95	0.87	14.7	5.08
condiment	6	sandwich spread		9/29/2011 2:44:42 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>		0.00		0.00

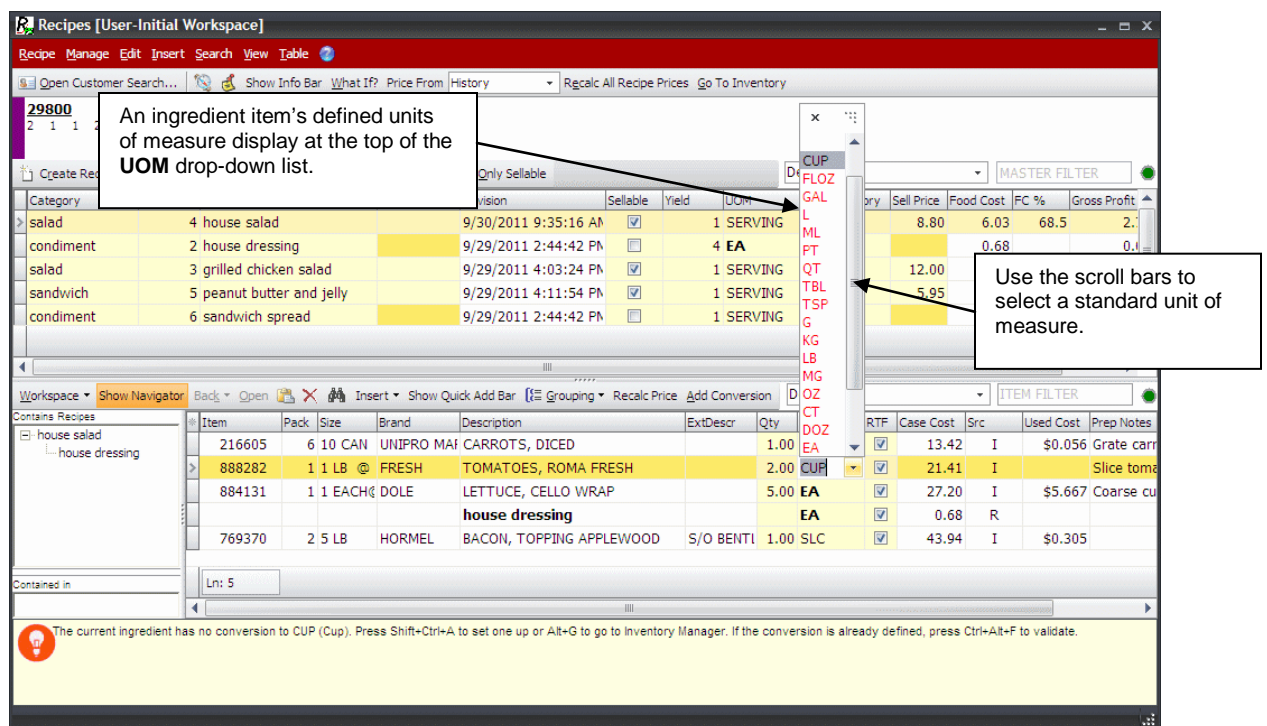
- Click **Manage** and click **Show Recipes with Invalid UOMs on Ingredients**.



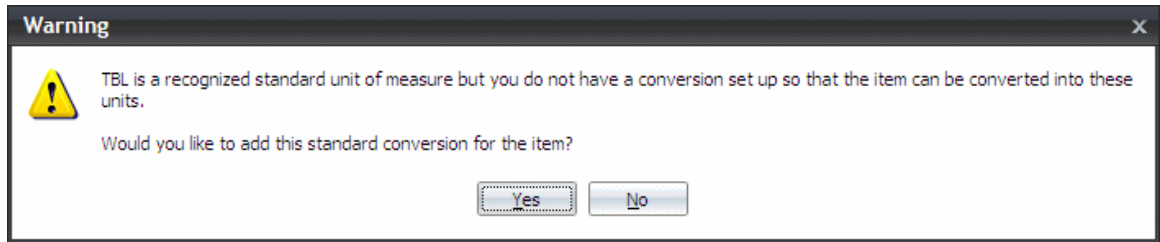
- The Recipes window displays only recipes with unit of measure errors and selects the first invalid unit of measure ingredient. If multiple recipes display, select a recipe to work with and select a recipe ingredient item to work with.



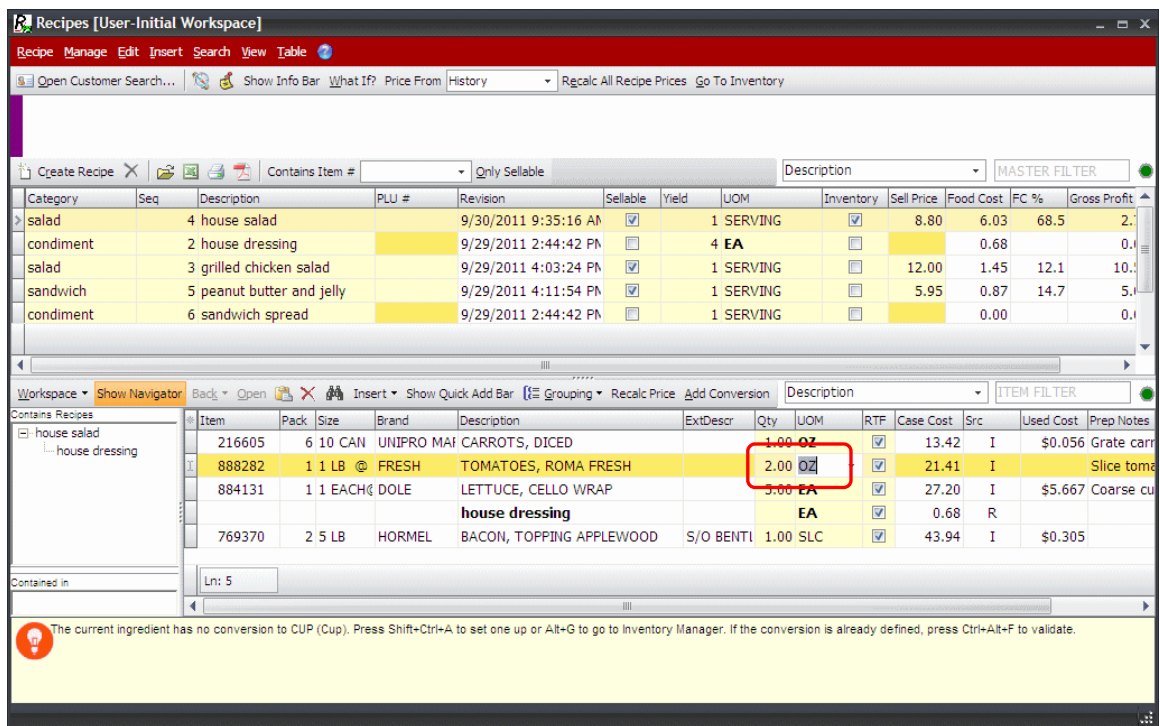
4. Select the standard unit of measure from the **UOM** drop-down list to use when measuring the selected ingredient item during recipe preparation.



5. The Warning box displays indicating a unit of measure is not defined for the item. Click **Yes** to add the standard conversion to Recipe Manager and Inventory Manager for the selected ingredient item.



6. The Convert It Wizard displays. Enter the following information:
 - Type the number of the unit of measure in a selected quantity of the ingredient in the first field.
 - Type the name of the new standard unit of measure in the second field.
 - Select the existing standard unit of measure the new standard unit of measure is based on from the drop-down list in the third field.
7. Click **Add** to close the Convert It Wizard and add the new standard unit of measure to the selected ingredient item in Recipe Manager and in Inventory Manager.
8. The new standard unit of measure displays on the Recipes window.



Note:

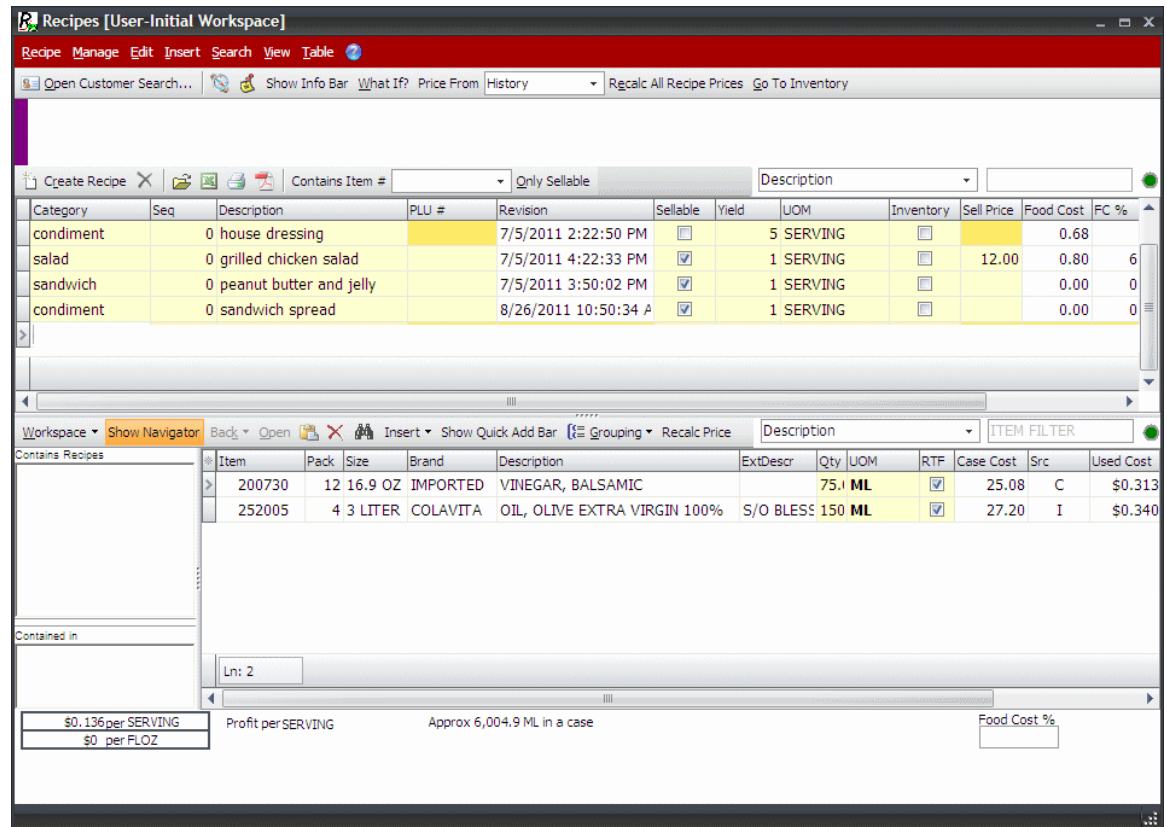
To add ingredient quantities to a recipe, see the "Add Ingredient Quantity and Unit of Measure" section on page 42.

Define Custom Units of Measure

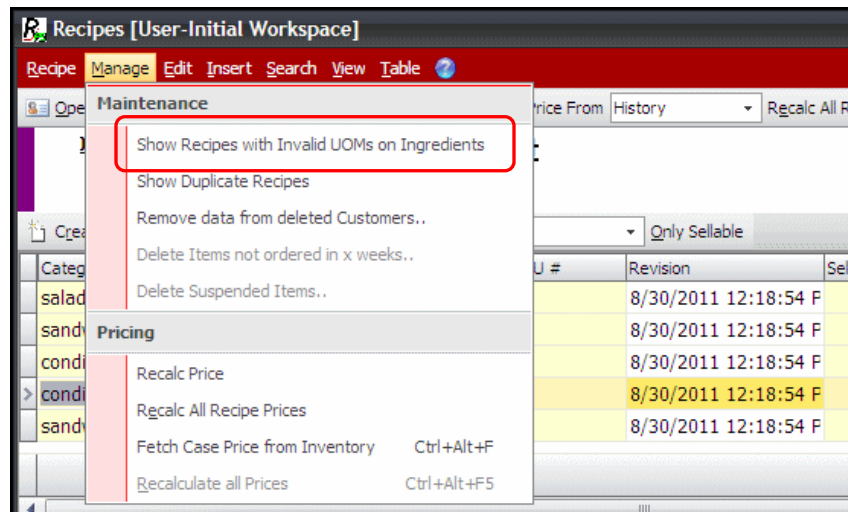
When an ingredient item does not have a defined unit of measure and a standard unit of measure is not applicable, you must define a custom unit of measure. A custom unit of measure allows you to define a unit of measure to fit the recipe in relation to a case of the ingredient item.

Use this procedure to create a custom unit of measure for an ingredient item.

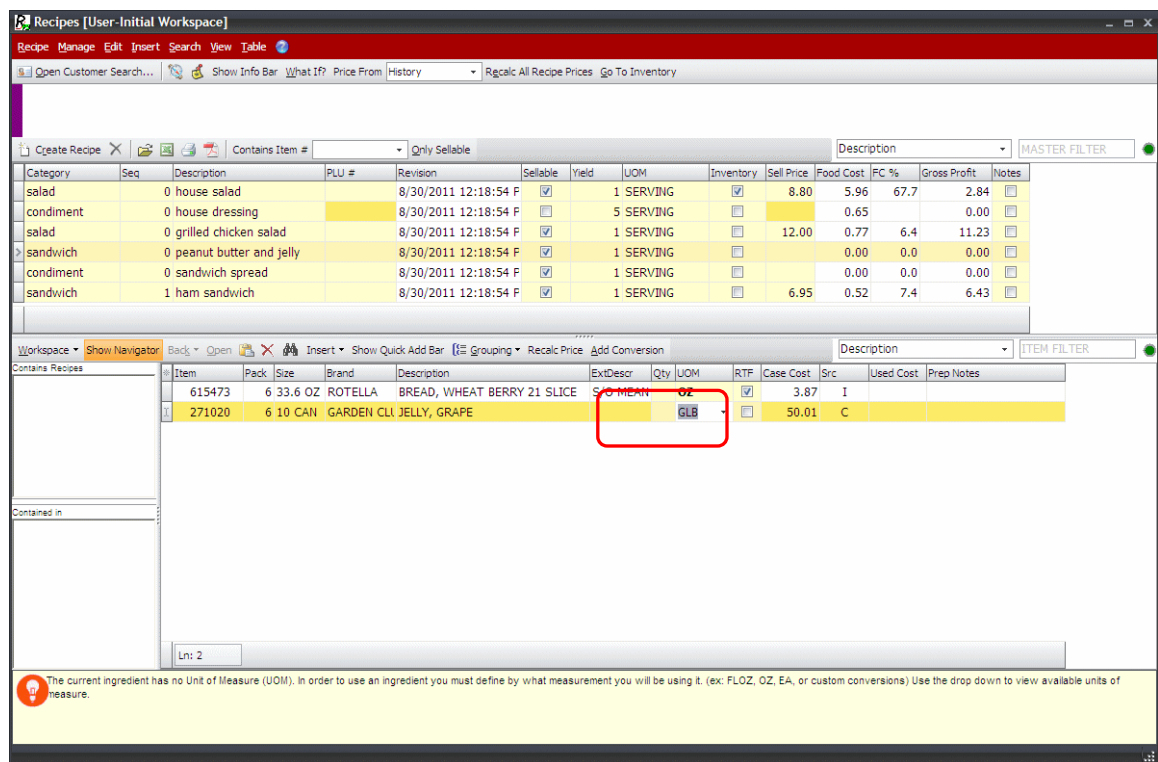
1. This procedure begins on the Recipes window.



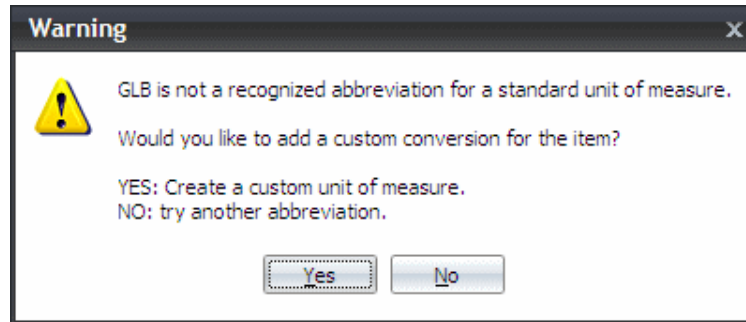
2. The Recipes window displays for the selected customer. Click **Recipe** and click **Show Recipes with Invalid UOMs on Ingredients**.



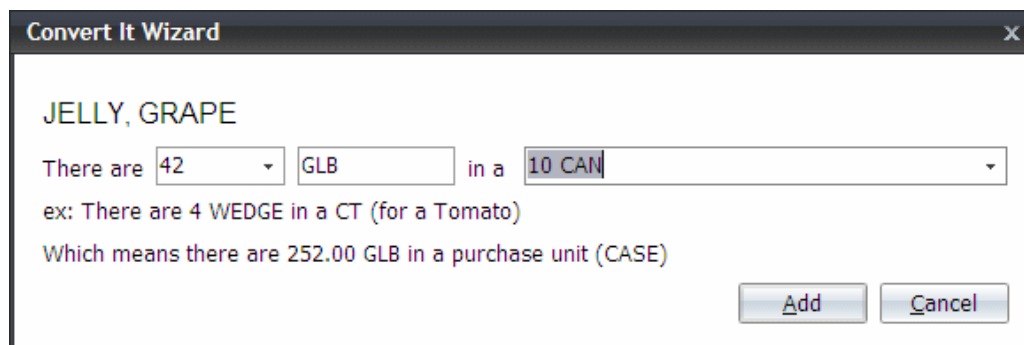
3. The Recipes window displays only recipes with unit of measure errors and selects the first invalid unit of measure ingredient. If multiple recipes display, select a recipe and recipe ingredient item to work with.



4. Type a custom unit of measure in the **UOM** field.
5. The Warning box displays a message indicating the unit of measure is not a standard unit of measure. Click **Yes** to add the unit of measure as a custom conversion for the selected item.



6. The Convert It Wizard box displays. Enter the following information:
 - Type the number of the custom unit of measure in a selected quantity of the ingredient in the first field.
 - Leave the name of the new custom unit of measure in the second field.
 - Select the existing standard unit of measure the new custom unit of measure is based on from the drop-down list in the third field.



7. Click **Add** to close the Convert It Wizard and add the new custom unit of measure to the selected ingredient item in Recipe Manager and in Inventory Manager.
8. The new custom unit of measure displays on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The main table lists ingredients for a recipe. The first ingredient is '0 peanut butter and jelly'. Below it, two ingredients are listed: '615473 6 33.6 OZ ROTELLA BREAD, WHEAT BERRY 21 SLICE' and '271020 6 10 CAN GARDEN CLJ JELLY, GRAPE'. The unit of measure for the jelly is 'GLB', which is highlighted with a red box. The bottom of the window shows summary statistics: '\$0.000 per SERVING', '\$0 per FLOZ', 'Profit per SERVING \$0.000', and 'Food Cost %'.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit
> sandwich		0 peanut butter and jelly		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00	0.0	0.00

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN		OZ	<input checked="" type="checkbox"/>	3.87	I		
271020	6	10 CAN	GARDEN CLJ	JELLY, GRAPE		4	GLB	<input checked="" type="checkbox"/>	50.01	C		

Ln: 2

Contained in:

\$0.000 per SERVING	Profit per SERVING	Food Cost %
\$0 per FLOZ	\$0.000	

Note:

To add ingredient quantities to a recipe, see the “Add Ingredient Quantity and Unit of Measure” section on page 42.

Adjust a Unit of Measure

You can change an ingredient’s unit of measure to any other unit of measure that has a defined conversion. For standard units of measure, you can select another standard unit. Recipe Manager automatically recalculates the ingredient’s cost per recipe and the recipe’s cost per serving.

Use this procedure to change an ingredient’s unit of measure.

1. This procedure begins on the Recipes window.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
condiment	0	house dressing		7/5/2011 2:22:50 PM			5 SERVING			0.68	
salad	0	grilled chicken salad		7/5/2011 4:22:33 PM			1 SERVING		12.00	0.80	6
sandwich	0	peanut butter and jelly		7/5/2011 3:50:02 PM			1 SERVING			0.00	0
condiment	0	sandwich spread		8/26/2011 10:50:34 A			1 SERVING			0.00	0

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Description ITEM FILTER

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost
200730	12	16.9 OZ	IMPORTED	VINEGAR, BALSAMIC		75.1	ML		25.08	C	\$0.313
252005	4	3 LITER	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%	S/O BLESS	150	ML		27.20	I	\$0.340

Ln: 2

\$0.136 per SERVING Profit per SERVING Approx 6,004.9 ML in a case Food Cost %
\$0 per FLOZ

2. Select a recipe and select an ingredient.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
salad	0	house salad		8/30/2011 12:18:54 F			1 SERVING			2.84	
condiment	0	house dressing		8/30/2011 12:18:54 F			5 SERVING		0.65	0.00	
salad	0	grilled chicken salad		8/30/2011 12:18:54 F			1 SERVING		0.77	6.4	11.23
sandwich	0	peanut butter and jelly		8/30/2011 12:18:54 F			1 SERVING		0.00	0.0	0.00
condiment	0	sandwich spread		8/30/2011 12:18:54 F			1 SERVING		0.00	0.0	0.00
sandwich	1	ham sandwich		8/30/2011 12:18:54 F			1 SERVING		6.95	0.52	7.4

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN		OZ		3.87	I		
271020	6	10 CAN	GARDEN OF EARTH	JELLY, GRAPE			GLB		50.01	C		
187126	6	5 LB	UNIPRO MAF	PEANUT BUTTER, CREAMY			OZ		53.61	I		

Ln: 3

\$0.000 per SERVING Profit per SERVING \$0.000 Food Cost %
\$0 per FLOZ

The peanut butter and jelly recipe is selected.

The peanut butter ingredient is selected for editing.

3. Enter a new custom unit of measure in the **UOM** field and use the procedure in the “Define Custom Units of Measure” on page 74 to create a custom conversion in Recipe Manager and Inventory Manager.

—OR—

Select a standard unit of measure from the **UOM** drop-down list.

Note:

If the unit of measure is not defined, use the procedure in the “Define Units of Measure” on page 70 to add the new unit for the selected ingredient item.

4. The new unit of measure displays in the **UOM** field for the selected ingredient item.
5. Enter the quantity of the ingredient item in the **Qty** field to indicate the amount of the new unit of measure to use in the recipe.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross
salad	4	house salad		9/29/2011 3:07:35 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	6.27	71.2	
condiment	2	house dressing		9/29/2011 2:44:42 PM	<input type="checkbox"/>		4 EA	<input type="checkbox"/>		0.68		
salad	3	grilled chicken salad		9/29/2011 4:03:24 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	12.00	1.45	12.1	
sandwich	5	peanut butter and jelly		9/29/2011 4:11:54 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	5.95	0.87	14.7	
condiment	6	sandwich spread		9/29/2011 2:44:42 PM	<input type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00		

Workspace Show Navigator Back Open X Insert Show Quick Add Bar Grouping Recalc Price Description ITEM FILTER

Contains Recipes

peanut butter and jelly

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep N
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN		OZ	<input checked="" type="checkbox"/>	3.87	I		
271020	6	10 CAN	GARDEN CLU	JELLY, GRAPE			3.00 GLB	<input type="checkbox"/>	50.01	C	\$0.595	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS MADE FRC			TBL	<input checked="" type="checkbox"/>	58.41	I	\$0.278	

Contained in

Ln: 3

\$0.873 per SERVING

Approx 630 TBL in a case

Food Cost %
14.68

Prepped and Cooked Weight Yields

If the weight of an ingredient item changes during preparation of the recipe, set up a prepped weight yield conversion.

If the weight of an ingredient item changes when it is cooked, set up a cooked weight yield conversion.

Define a Prepped and Cooked Weight Yields

You can define adjustments for recipe ingredient items when you prepare or cook the ingredients, including catch weight items. For example, a chicken salad wrap recipe uses 4 ounces of cooked chicken. To measure the cooked weight related to a case of pre-cooked chicken, set up a conversion for cooked chicken. The conversion relates the ingredient item's pre-cooked case weight to the ingredient item's cooked serving weight.

Use this procedure to define a prepped or cooked ingredient item adjustment.

1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with buttons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, and Gross Profit. The table lists four recipes: 'house salad', 'house dressing', 'grilled chicken salad', and 'peanut butter and jelly'. Below the table, there is a 'Workspace' section with a 'Show Navigator' button and a list of ingredients for the selected recipe. The ingredients table has columns: Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTF, Case Cost, Src, Used Cost, and Prep Notes. The ingredients listed are 'CARROTS, DICED', 'TOMATOES, ROMA FRESH', 'LETTUCE, CELLO WRAP', 'house dressing', and 'BACON, TOPPING APPLEWOOD'. At the bottom, there is a summary box showing '\$6.266 per SERVING', 'Approx 180 OZ in a case', and 'Food Cost % 71.20'.

2. Select a recipe, select an ingredient, and click **Go to Inventory**.

This screenshot is similar to the previous one, but the 'Go To Inventory' button in the top toolbar is circled in red. The table of recipes is the same. In the 'Workspace' section, the 'grilled chicken salad' recipe is selected, and its ingredients are displayed in the table below. The ingredients listed are 'CHICKEN, BREAST GRILL PCKD' and 'BACON, CRUMBLES REAL 33430'. The summary box at the bottom shows '\$1.451 per SERVING', 'Approx 159 OZ in a case', and 'Food Cost % 12.09'.

3. The Inventory Manager window displays for the selected customer. Select a recipe ingredient item and click % Yield.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)
 You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
R00000	BATCH	1	RECIPE	house salad			6.27	R					0.00
R00000	BATCH	1	RECIPE	turkey sandwich			1.35	R					0.00
R00001	BATCH	1	RECIPE	ham sandwich			0.76	R					0.00
200730	16.9 OZ	12	IMPORTED	VINEGAR, BALSAMIC				C					0.00
252005	3 LITER	4	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%			27.20	C					0.00
882121	3 LB	1	FRESH	LETTUCE, SPRING MIX			97.75	C					0.00
216605	10 CAN	6	UNIFRO MAF	CARROTS, DICED			13.42	C					0.00
888282	1 LB	1	FRESH	TOMATOES, ROMA FRESH			21.41	C					0.00
884131	1 EACH	1	DOLE	LETTUCE, CELLO WRAP			27.20	C					0.00
731350	3 OZ	53	ADVANCE PI	CHICKEN, BREAST GRILL PKCD	3			C					0.00
754190	2 LB	6	JENNIE-O	TURKEY, BREAST SLICED SMOKED .7				C					0.00
519091	8# AVG	2	SAPUTO	CHEESE, SWISS BIG EYE				C					0.00

Ln: 46

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	(Unassigned)					0.000	0.00	0
53.0 3 OZ	(Unassigned)					0.000	0.00	0
159.0 OZ	(Unassigned)					0.000	0.00	0

Total for Dept Code
Total Inv Value 0.00

- The Yield box displays. Select the drop-down arrow in the % Yield field to use the calculator to calculate the ingredient item's weight after preparation or cooking.

Yield

If you have 159.00 OZ, then you'd have...

% Yield 0

Yield 0 CWO

Calculator interface with buttons: Back, CE, C, MC, 7, 8, 9, /, sqrt, MR, 4, 5, 6, *, %, MS, 1, 2, 3, -, 1/x, M+, 0, +/-, ., +, =

—OR—

If you know the exact prepped or cooked weight yield, type it in the % Yield field.

Yield

If you have 159.00 OZ, then you'd have...

% Yield
90

Yield
143.1 PWOZ

CWOZ: Cooked Weight Ounce
CWLb: Cooked Weight Pound
PWOZ: Prepped Weight Ounce
PWLb: Prepped Weight Pound

Add Cancel

5. Select one of the following conversion types:
 - CWOZ – Cooked Weight Ounce
 - CWLb – Cooked Weight Pound
 - PWOZ – Prepped Weight Ounce
 - PWLb – Prepped Weight Pound
6. Click **Add**. The new prepped or cooked ingredient item conversion is added to the Item Conversions list. To return to the Recipes window, click **Go To Recipes**.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold **Go To Recipes**

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)
 You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
R00000	BATCH	1	RECIPE	house salad		6.27	R					0.00
R00000	BATCH	1	RECIPE	turkey sandwich		1.35	R					0.00
R00001	BATCH	1	RECIPE	ham sandwich		0.76	R					0.00
200730	16.9 OZ	12	IMPORTED	VINEGAR, BALSAMIC			C					0.00
252005	3 LITER	4	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%		27.20	C					0.00
882121	3 LB	1	FRESH	LETTUCE, SPRING MIX		97.75	C					0.00
216605	10 CAN	6	UNIFRO MAF	CARROTS, DICED		13.42	C					0.00
888282	1 LB	1	FRESH	TOMATOES, ROMA FRESH		21.41	C					0.00
884131	1 EACH	1	DOLE	LETTUCE, CELLO WRAP		27.20	C					0.00
731350	3 OZ	53	ADVANCE PI	CHICKEN, BREAST GRILL PKD	3-		C					0.00
754190	2 LB	6	JENNIE-O	TURKEY, BREAST SLICED SMOKED .7			C					0.00
519091	8# AVG	2	SAPUTO	CHEESE, SWISS BIG EYE			C					0.00

Ln: 46

Item Conversions Add Conversion Break it Down... Copy PWOZ Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	Sublocation	Qty	Default	Cost/Com/Unit	Inv Value	Loc Line #
1.0 CASE	Cooler					0.000	0.00	0
35.0 3 OZ	Cooler					0.000	0.00	0
143.1 PWOZ	(Unassigned)					0.000	0.00	0
159.0 OZ	dell					0.000	0.00	0

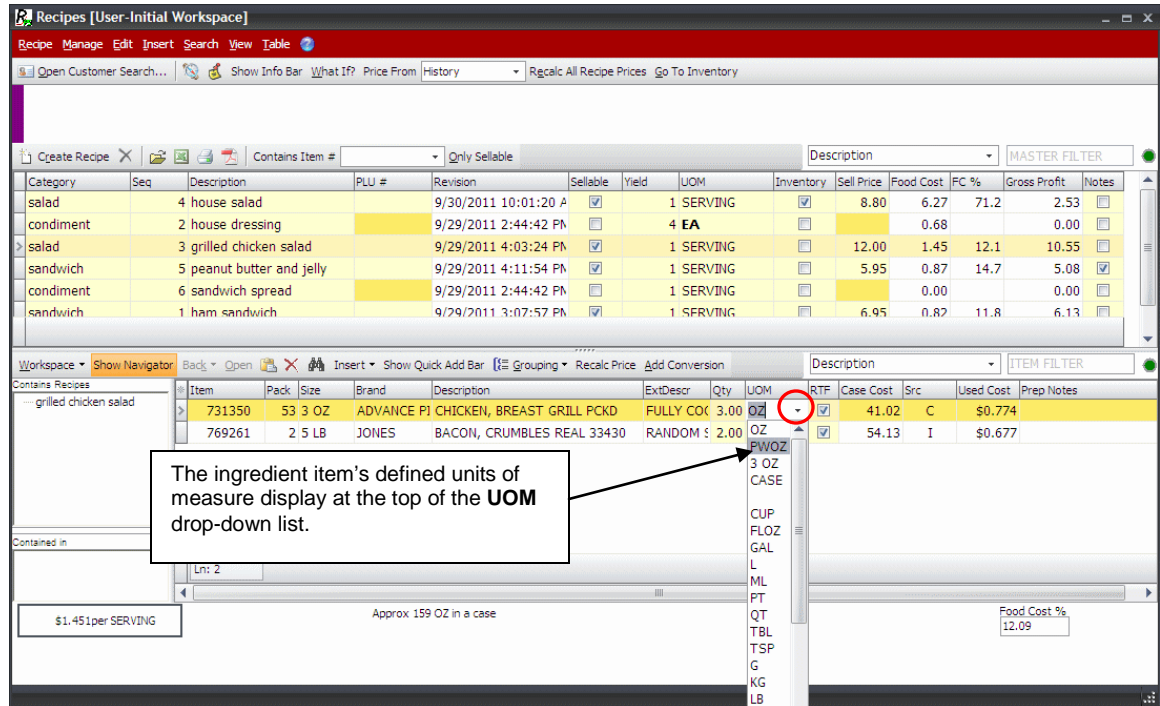
UOM Description: Prepped Weight Ounce
 Alternates: (none)

Total for Dept Code
 Total Inv Value 0.00

Note:

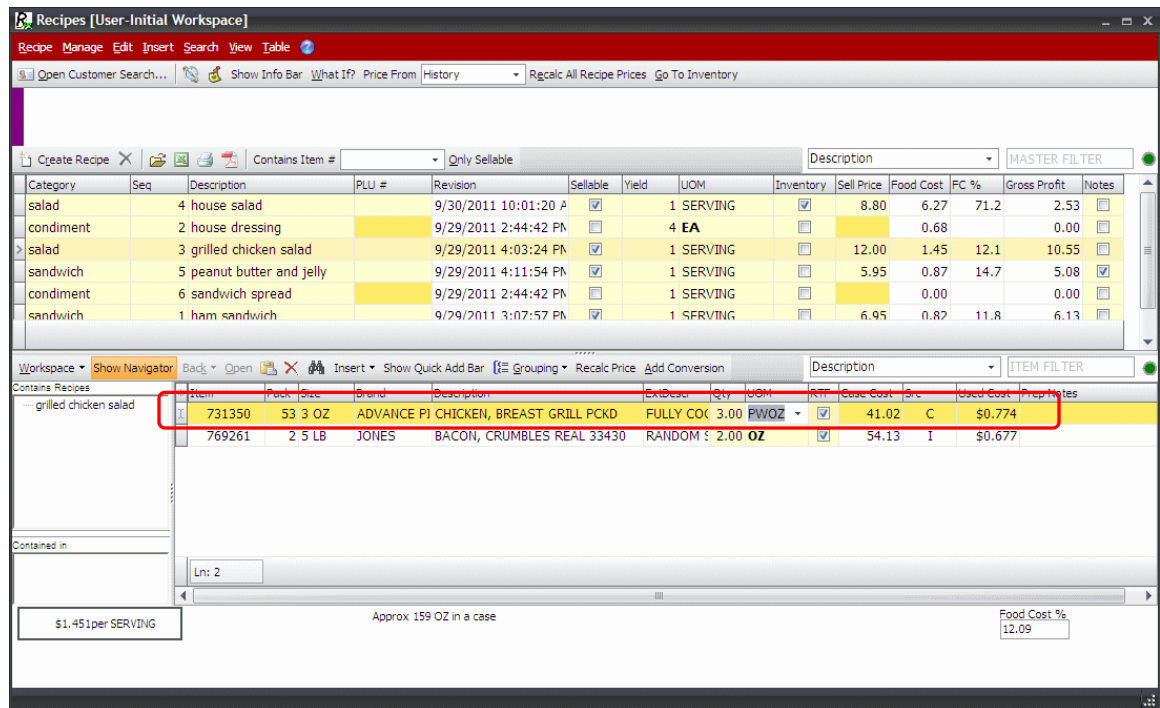
For information about assigning locations to item conversions, see the *Power Sell Inventory Manager User Guide*.

7. The Recipes window displays.



8. Select the new cooked or prepped weight conversion for the ingredient item from the UOM drop-down list.

9. The new prepped or cooked weight ingredient item conversion displays.



Note:

For more information about prepped or cooked weight item conversions, see the *Power Sell Inventory Manager User Guide*.

Work with Recipe Ingredients

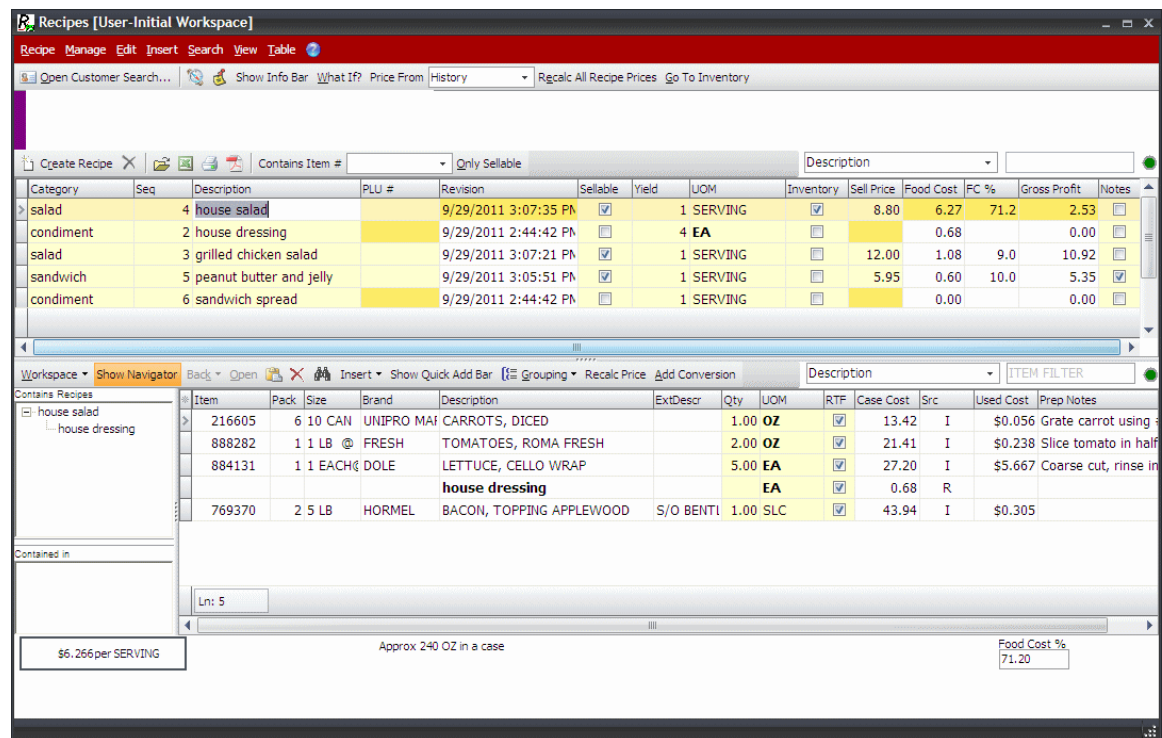
This section contains the following procedures for working with recipe ingredient items:

- Change ingredient item quantity.
- Substitute an ingredient item.
- Substitute an ingredient item from inventory.
- Add ingredient notes.

Change Ingredient Item Quantity

Use this procedure to change the amount of an ingredient used in a recipe.

1. This procedure begins on the Recipes window.



2. Select a recipe and select an ingredient.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with buttons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The table lists several recipes, including 'house salad', 'house dressing', 'grilled chicken salad', 'peanut butter and jelly', and 'sandwich spread'. Below the table, there is a 'Workspace' section with a 'Show Navigator' button and a 'Back' button. The 'Contains Recipes' section shows a list of ingredients for the selected recipe, including 'grilled chicken salad'. The 'Contained in' section is empty. The bottom status bar shows '\$1.079 per SERVING', 'Approx 144 SLC in a case', and 'Food Cost % 8.99'.

3. Type the new ingredient item quantity in the **Qty** field.

The screenshot shows the 'Recipes [User-Initial Workspace]' window with the 'Qty' field for the ingredient 'CHICKEN, BREAST GRILL PCKD' updated to '2.00 SLC'. The 'Recalc Price' button in the toolbar is circled in red. The bottom status bar shows '\$1.384 per SERVING', 'Approx 159 OZ in a case', and 'Food Cost % 11.54'.

4. Click **Recalc Price** to update recipe calculations.
5. The ingredient item's new used cost displays in the **Used Cost** field. The new cost per serving and total food cost percentage display in on the bottom of the Recipes

window. The recipe's new total food cost, total food cost percentage, and gross profit display in the **Food Cost**, **FC %**, and **Gross Profit** fields.

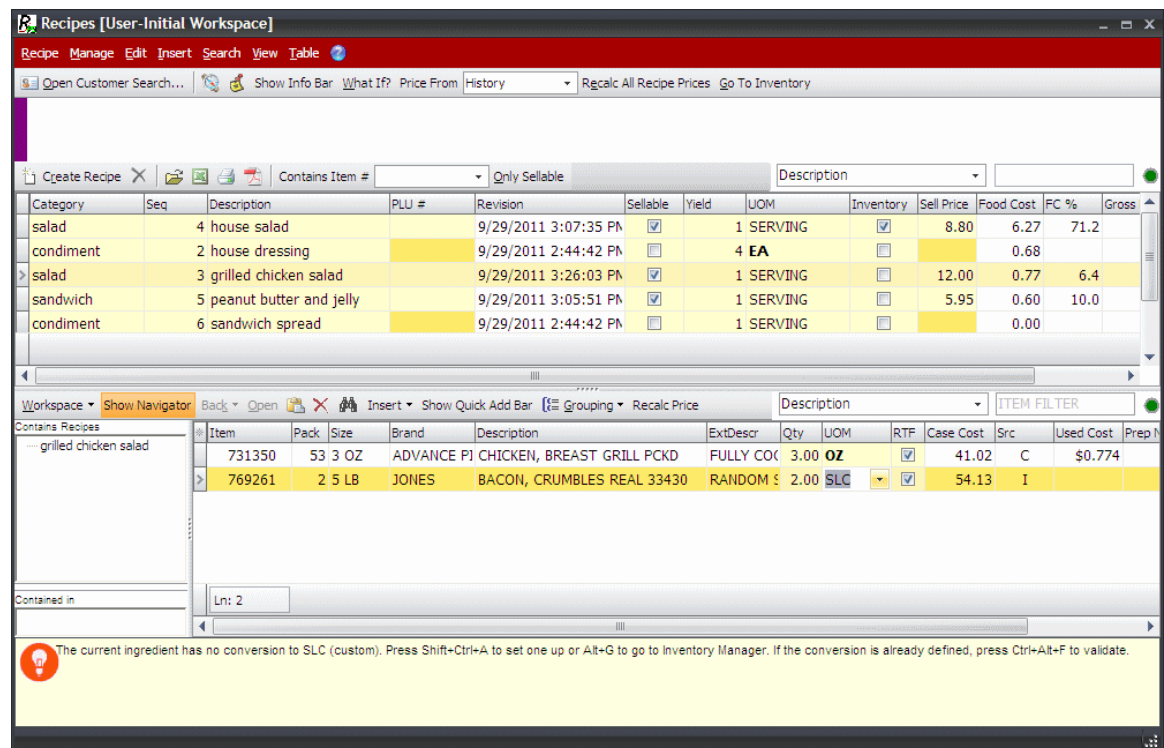
The recipe's calculations are updated:

	Food Cost %	Used Cost	per Srv	Gross Profit
Before	8.99%	0.305	1.079	10.82
After	11.54%	0.610	1.384	10.62

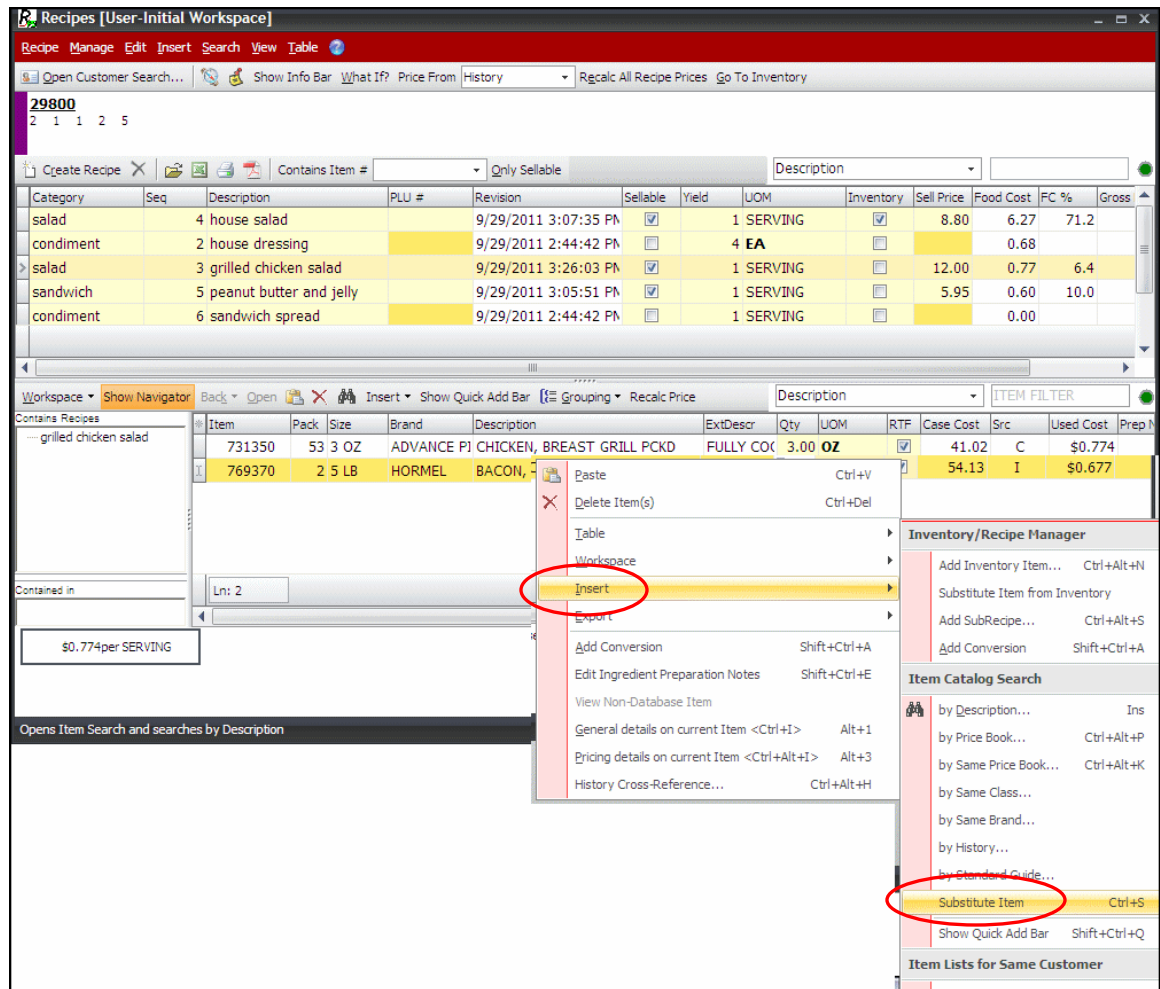
Substitute an Ingredient Item

Use this procedure to replace a recipe ingredient item with a new ingredient.

1. This procedure begins on the Recipes window.



2. The Recipes window displays for the selected customer. Select a recipe and select an item.



3. Press CTRL+S.

—OR—

Right-click the item, select Insert and select Substitute Item.

4. The Search for Item window displays the selected ingredient item highlighted on the substitute items list.

Item Catalog Search

File Search View Documents (0) Table Restrict

Limit To: Show All Non Stock All Items Status: All Available Qty > 0 Food Only Search Ext Descr Default Order Qty 1

Search Categories:
☐ Class
☒ Price Book
☐ PB Family
☐ Vendor
☐ Brand

Match Text: Match Description: Item Number: 769370

Start Over

View by Price Book
☒ Limit Items To Selected

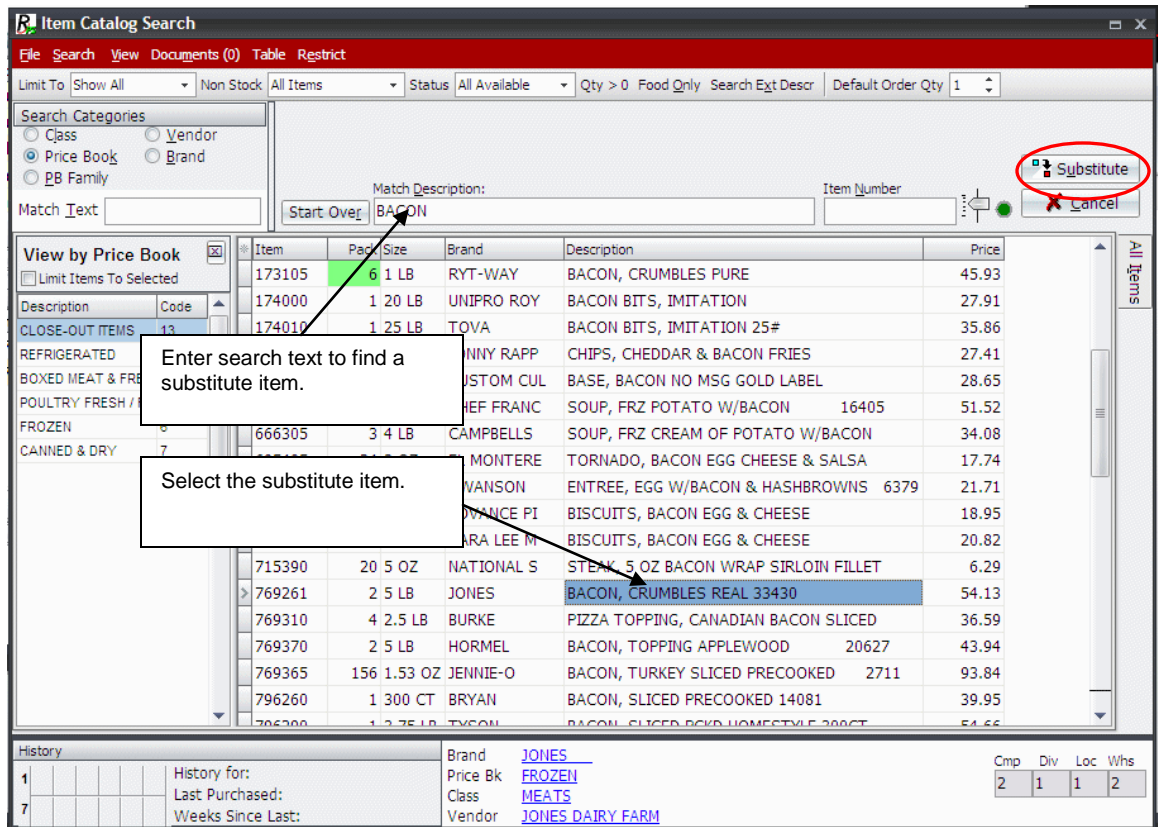
Item	Pack	Size	Brand	Description	Price
769370	2	5 LB	HORMEL	BACON, TOPPING APPLEWOOD	20627 43.94

Description Code
CLOSE-OUT ITEMS 13

History

1	7	History for:	Brand	Price Bk	Class	Vendor	Cmp	Div	Loc	Whs
		Last Purchased:	HORMEL	CLOSE-OUT ITEMS	MEATS		2	1	1	2
		Weeks Since Last:			D/C ITEMS GERALD GILBERT					

- Click **Start Over**. The Item Catalog Search window displays all items in your item master.

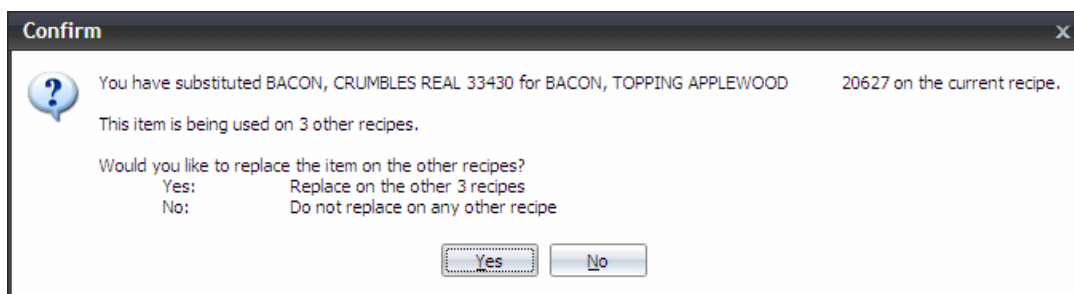


- Use search options to locate a substitute item.
- Click to select the substitute ingredient, press SPACE BAR, and click **Substitute**.
- If multiple recipes use the ingredient item, the Confirm box displays.

Click **Yes** to replace the existing ingredient item with the new ingredient item in all recipes.

—OR—

Click **No** to replace the existing ingredient item with the new ingredient item in the selected recipe only.



- The new ingredient item displays on the Recipes window.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross
salad	4	house salad		9/29/2011 3:07:35 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	6.27	71.2	
condiment	2	house dressing		9/29/2011 2:44:42 PM	<input type="checkbox"/>	4	EA	<input type="checkbox"/>		0.68		
salad	3	grilled chicken salad		9/29/2011 3:43:08 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.77	6.4	
sandwich	5	peanut butter and jelly		9/29/2011 3:05:51 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	5.95	0.60	10.0	
condiment	6	sandwich spread		9/29/2011 2:44:42 PM	<input type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00		

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep N
751350	35	3 OZ	ADVANCE P	CHICKEN, BREAST GRILL PCKD	PULLY CO	3.00	OZ	<input checked="" type="checkbox"/>	41.02	C	\$0.774	
769261	2	5 LB	JONES	BACON, CRUMBLES REAL 33430	RANDOM S		OZ	<input checked="" type="checkbox"/>	54.13	I		

Contained in: Ln: 2

\$0.774per SERVING

Food Cost % 6.45

10. Enter the amount of the ingredient item to use in the recipe in the **Qty** field.

You may need to make changes to the substitute item's unit of measure in the UOM field if the substitute item does not have a suitable unit of measure to assign to the recipe.

11. Use the appropriate update procedure to apply price changes to the selected recipe or to all recipes using the substitute item.

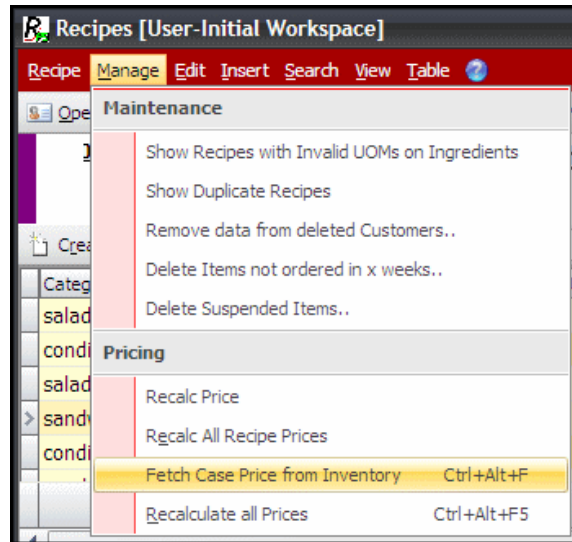
For details about updating pricing for only this recipe, see "Updated Case Cost from Inventory"

Refer to this procedure to update an item's case cost from inventory.

1. To reprice a selected item from inventory, select the ingredient item and press CTRL+ALT+F.

—OR—

Select the ingredient item and click **Manage** and click **Fetch Case Price From Inventory**.



2. The value in the **Case Cost** field indicates the selected item's case cost. Recipe Manager recalculates the selected item's cost and updates the recipe's food cost, food cost percentage, and cost per serving.

Recalculate Ingredient Item Pricing for a Recipe" on page 137.

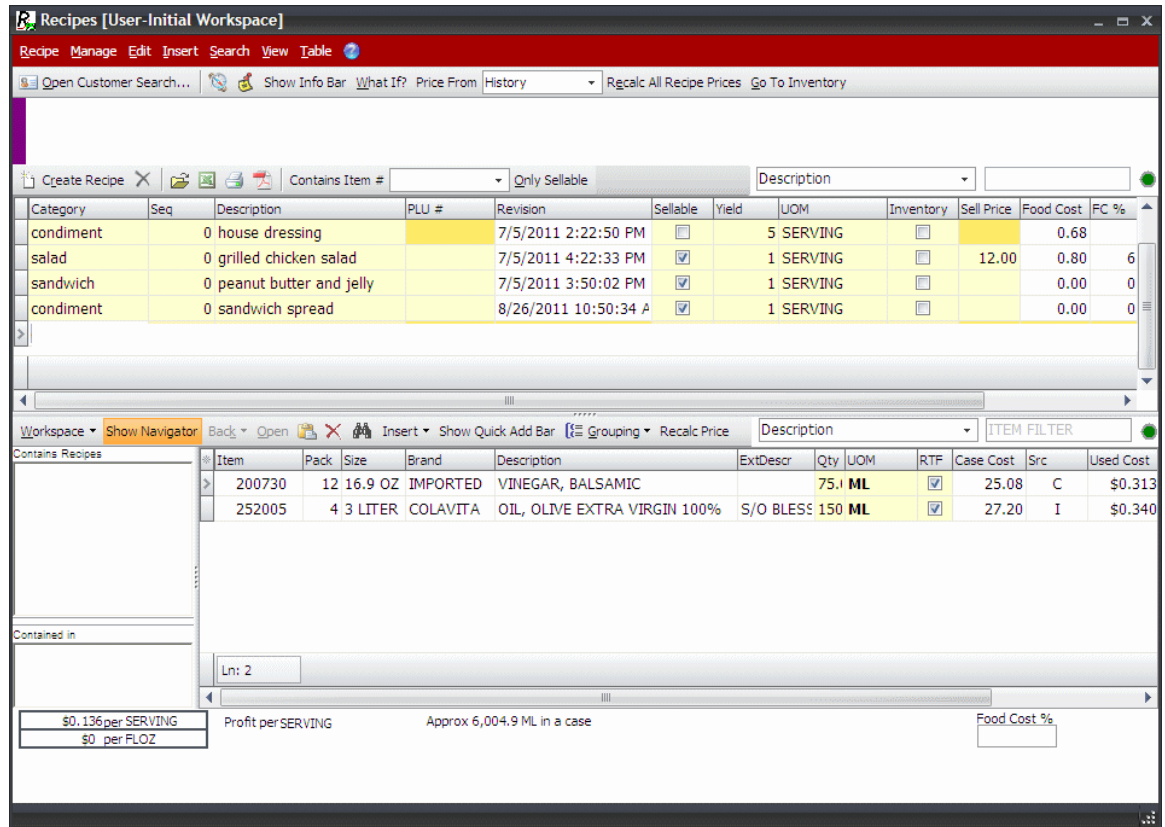
For details about updating pricing for all recipes that are assigned the substitute item, see "Recalculate All Prices" on page **Error! Bookmark not defined..**

12. The ingredient item's new used cost displays in the **Used Cost** field. The new cost per serving and total food cost percentage display in on the bottom of the Recipes window. The recipe's new total food cost, total food cost percentage, and gross profit display in the **Food Cost**, **FC %**, and **Gross Profit** fields.

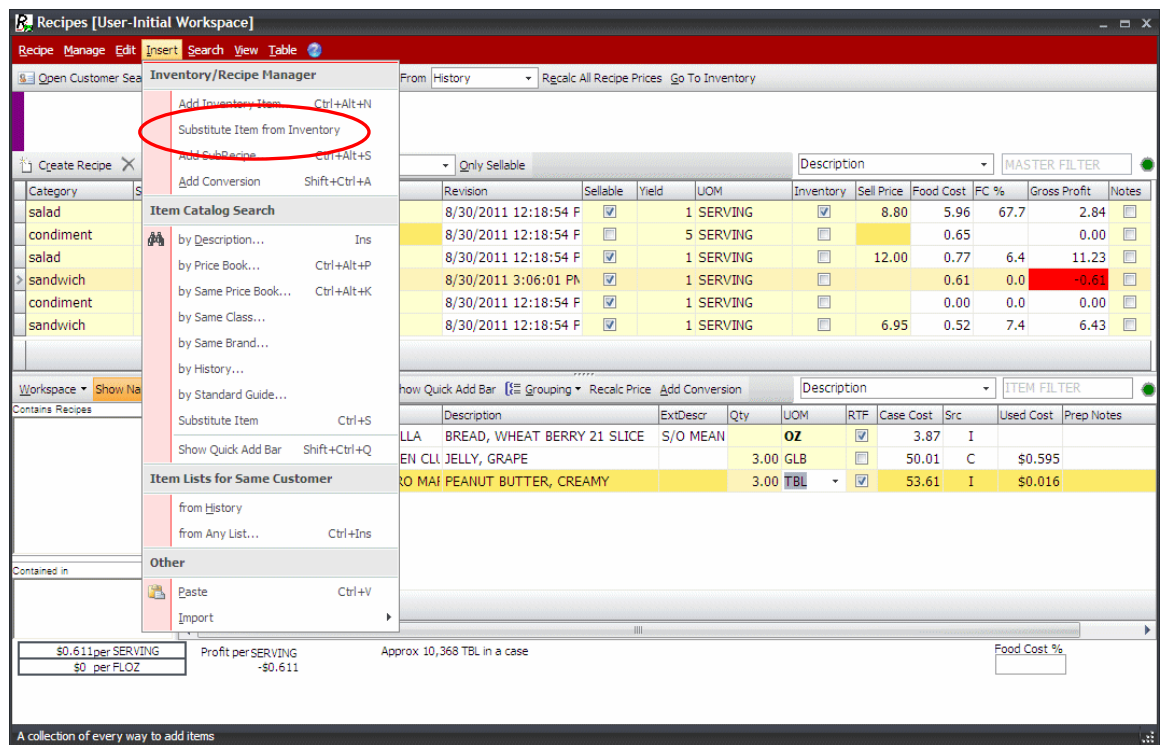
Substitute an Ingredient Item from Inventory

Use this procedure to substitute a recipe ingredient item with an item in your company's inventory.

1. This procedure begins on the Recipes window.



2. Select a recipe and select an item.



- Click **Insert** and click **Substitute Item from Inventory**. The Inventory Search box displays.

Item / Pack	Size	Brand	Description	E	Non-DB	Price	Dept
100370 100	4.5 GM	HORMEL HEA	THICKENER, FOOD INSTANT NECTAR 21929	N		\$23.40	dry goods
105310 1	25 LB	HERSHEY	CHOCOLATE CHIPS, 1M SEMI SWEET	N		\$68.92	dry goods
161836 100	1.5 OZ	NATURALLY	DRESSING, HONEY MUSTARD 1.5OZ 457	N		\$21.33	dry goods
163030 1	200 CT	DIAMOND CR	MAYONNAISE, PC 9 GM	N		\$8.58	dry goods
187126 6	5 LB	UNIPRO MAR	PEANUT BUTTER, CREAMY	N		\$53.61	dry goods
200730 12	16.9 OZ	IMPORTED	VINEGAR, BALSAMIC	N		\$0.00	
216605 6	10 CAN	UNIPRO MAR	CARROTS, DICED	N		\$13.42	
221880 6	10 CAN	RED GOLD	TOMATOES, PUREE 1.06	N		\$23.16	dry goods
247200 1	35 LB	COMSOURCE	OIL, SOYBEAN LIQUID FRY CLEAR	N		\$25.95	dry goods
252005 4	3 LITER	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%	N		\$27.20	
271020 6	10 CAN	GARDEN CLU	JELLY, GRAPE	N		\$0.00	
307335 1	200 CT	GENPAK	TRAY, FOAM 1CP HL MUCHAS GRACIAS 9X9X3	N		\$18.98	paper product
307340 1	200 CT	GENPAK	TRAY, FOAM 3CP HL MUCHAS GRACIAS 9X9X3	N		\$18.98	paper product
334760 6	1 DOZEN	LIBERTYWAR	SHAKER, GRID W/DOME CAP S/S SP-62D Y	N		\$9.89	chemical
351130 1	5 LB	TONES	SPICE, COARSE GRIND BLACK PEPPER	N		\$60.51	dry goods
507335 4	5 LB	MARATHON	CHEESE, COLBY/JACK SHRED SUPERFINE	N		\$45.78	cooler
519075 6	5 LB	LAFERIA	CHEESE, AMERICAN WHITE AMERA MELT	N		\$60.24	cooler
519091 2	8# AVG	SAPUTO	CHEESE, SWISS BIG EYE	N		\$0.00	
525425 6	4.5 LB	DAISY BRAN	SOUR CREAM, DAISY POUCH PACK	N		\$34.00	cooler
615473 6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE 432	N		\$3.87	
691225 6	5 LB	RICARDOS	CHIPS, CORN TORTILLA YELLOW 4 WAY	N		\$15.70	freezer
731350 53	3 OZ	ADVANCE PI	CHICKEN, BREAST GRILL PCKD 34830	N		\$0.00	
754190 6	2 LB	JENNIE-O	TURKEY, BREAST SLICED SMOKED .7 OZ	N		\$0.00	
754677 6	11# AVG	CHAIRMAN R	BEEF, STRIPLOIN 0X1 UP Y	N		\$5.59	freezer
758700 8	10# AVG	NATIONAL	BEEF, GROUND 80/20 FINE GRIND FRESH	N		\$2.09	freezer
758830 3	18# AVG	IBP	BEEF, INSIDE ROUND NR FRESH	N		\$2.13	freezer

- To search for a substitute ingredient item by brand, enter text in the **Match Brands with** field and press ENTER.
—OR—
Enter text in the **Match Items with** field and press ENTER.
- The Inventory Search box displays search results. Select a substitute ingredient item and click **Substitute**.

Inventory Search

Match Brands with: Match Items with:

Item /	Pack	Size	Brand	Description	E	Non-DB	Price	Dept
187126	6	5 LB	UNIPRO MAR	PEANUT BUTTER, CREAMY		N	\$53.61	dry goods
295581	3	#10	LYONS MAGN	TOPPING, PEANUT BUTTER LYONS MAGNUS 387		N	\$58.41	dry goods

- If multiple recipes use the ingredient item, the Confirm box displays.

Confirm

You have substituted TOPPING, PEANUT BUTTER LYONS MAGNUS 387 for PEANUT BUTTER, CREAMY on the current recipe.
This item is being used on 1 other recipe.

Would you like to replace the item on the other recipes?

Yes: Replace on the other recipe
No: Do not replace on any other recipe

- Click **No** to replace the existing ingredient item with the new ingredient item in the selected recipe only.

—OR—

Click **Yes** to replace the existing ingredient item with the new ingredient item in all recipes.

- The new ingredient item displays on the Recipes window for the selected recipe and Recipe Manager replaces the existing ingredient item in all other recipes using the item.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		8/30/2011 3:39:07 PM	<input checked="" type="checkbox"/>		5 SERVING	<input checked="" type="checkbox"/>		0.65		0.00	
salad	0	grilled chicken salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	12.00	0.77	6.4	11.23	
sandwich	0	peanut butter and jelly		8/30/2011 3:42:25 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	5.95	0.60	10.0	5.35	
condiment	0	sandwich spread		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>		0.00	0.0	0.00	
sandwich	1	ham sandwich		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	6.95	0.52	7.4	6.43	

Workspace Show Navigator Back Open X Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Item	Pack	Size	Brand	Description	Ext Descr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN		OZ	<input checked="" type="checkbox"/>	3.87	I		
271020	6	10 CAN	GARDEN OF EARTHLY DELICIES	JELLY, GRAPE		3.00	GLB	<input checked="" type="checkbox"/>	50.01	C	\$0.595	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS	MADE FROM SCRATCH		FLOZ	<input checked="" type="checkbox"/>	58.41	I		

Contained in Lnt: 3

\$0.595 per SERVING
\$0 per FLOZ

Profit per SERVING \$5.355

Food Cost %

9. Click **Recalc Price** if necessary to update all recipe calculations.
10. The ingredient item's new used cost displays in the **Used Cost** field. The new cost per serving and total food cost percentage display in on the bottom of the Recipes window. The recipe's new total food cost, total food cost percentage, and gross profit display in the **Food Cost**, **FC %**, and **Gross Profit** fields.

Sub-Recipes

A sub-recipe is a group of ingredient items used as an ingredient in another recipe. For example, you make the sub-recipe House Salad Dressing from inventory items. The House Salad Dressing is a sub-recipe ingredient item in your deli's sellable House Salad recipe.

You typically count and maintain sub-recipe food items in your inventory item list. Units of measure set up in Inventory Manager define inventory methods for sub-recipes.

Sellable recipes are not typically included in inventory.

Note:

Before you create a sub-recipe, Retailix recommends defining prepped and cooked recipe yields in standard units of measure so you can use the sub-recipes as ingredients in multiple recipes. You cannot use custom units of measure for inventoried sub-recipes as ingredients in more than one recipe.

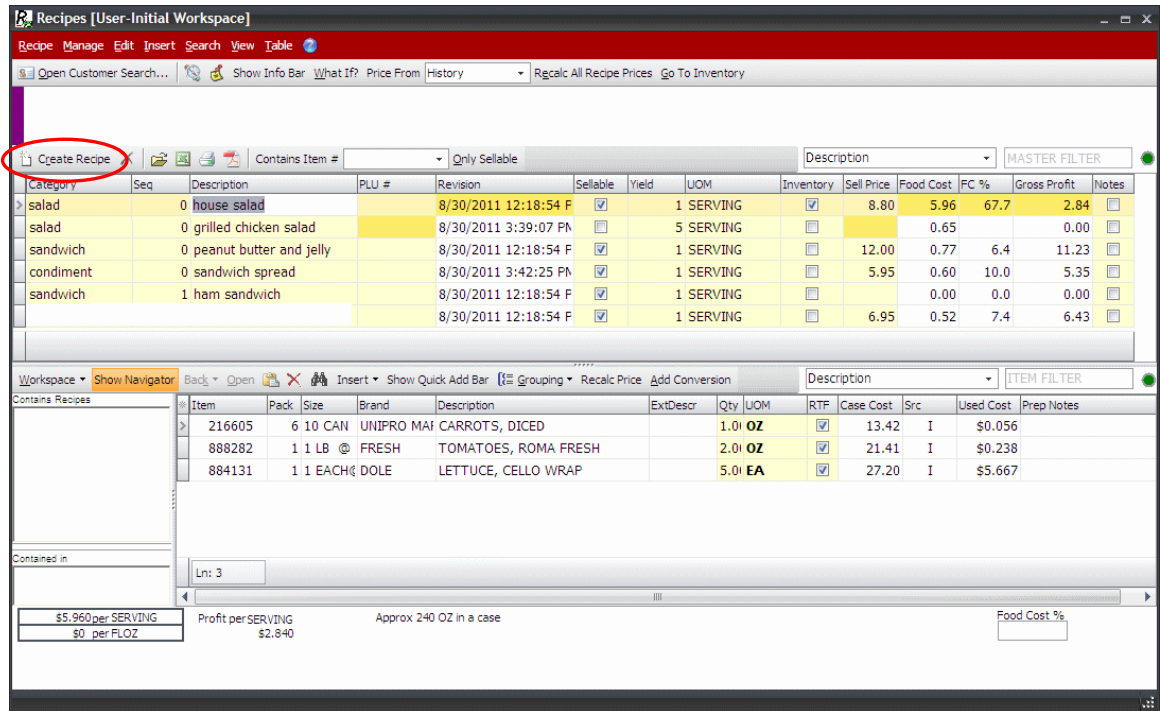
Manage Sub-Recipes

This section contains procedures for creating sub-recipes, using a sub-recipe as an ingredient, and editing sub-recipes.

Create a Sub-recipe

Use this procedure to create a sub-recipe in Recipe Manager. A sub-recipe is added to the Recipe Manager application like another recipe. However, once it is added, you add the sub-recipe to an existing recipe as an ingredient item.

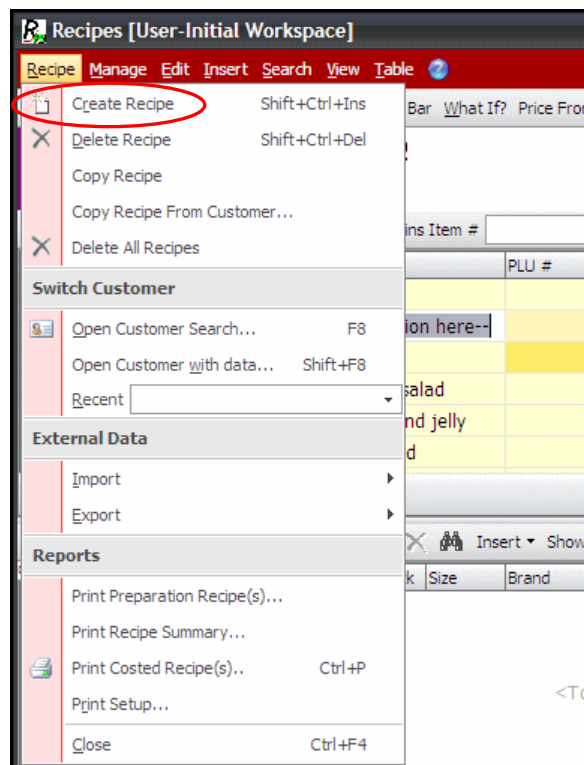
1. This procedure begins on the Recipes window.



2. Click **Create Recipe**.

—OR—

Click **Recipe** and click **Create Recipe**.



3. A data entry line displays in the recipe list.

Category	Seq	Description	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad	8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	0.00	5.96	67.7	5.94	
	0	--Type Description here--	9/12/2011 4:11:22 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	0.0	0.00	
salad	0	grilled chicken salad	8/30/2011 3:39:07 PM	<input type="checkbox"/>	5	SERVING	<input type="checkbox"/>			0.65	0.00	
sandwich	0	peanut butter and jelly	8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.77	6.4	11.23	
condiment	0	sandwich spread	8/30/2011 3:42:25 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	5.95	0.60	10.0	5.35	
			8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	0.0	0.00	

Workspace: Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Contains Recipes

Item Pack Size Brand Description ExtDescr Qty UOM RTF Case Cost Src Used Cost Prep Notes

<To add items, press "Insert" key to open Item Search or explore the "Insert" menu above>

Ln: 0

\$0.000 per SERVING Profit per SERVING \$0.000

\$0 per FLOZ Food Cost %

4. Enter the following:

- Type or select a category in the **Category** field for the sub-recipe.
- Type the sub-recipe's name in the **Description** field.
- Clear the **Sellable** check box.
- Select the **Inventory** check box.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. It features a menu bar (Recipe, Manage, Edit, Insert, Search, View, Table) and a toolbar with buttons like 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. Below the toolbar is a search bar and a 'Create Recipe' button. The main area contains a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The table lists several recipes including 'house salad', 'house dressing', 'grilled chicken salad', 'peanut butter and jelly', 'sandwich spread', and 'ham sandwich'. Below the recipe table is a 'Workspace' section with a 'Show Navigator' button and a 'Contains Recipes' list. This list shows ingredients like 'CARROTS, DICED', 'TOMATOES, ROMA FRESH', and 'LETTUCE, CELLO WRAP'. At the bottom, there is a summary box showing 'Profit per SERVING \$2.840' and 'Food Cost %'.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		8/30/2011 3:39:07 PM	<input type="checkbox"/>	5	SERVING	<input type="checkbox"/>		0.65		0.00	
salad	0	grilled chicken salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.77	6.4	11.23	
sandwich	0	peanut butter and jelly		8/30/2011 3:42:25 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	5.95	0.60	10.0	5.35	
condiment	0	sandwich spread		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	0.0	0.00	
sandwich	1	ham sandwich		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	6.95	0.52	7.4	6.43	

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
216605	6	10 CAN	UNIFRO MA	CARROTS, DICED		1.0	OZ	<input checked="" type="checkbox"/>	13.42	I	\$0.056	
888282	1	1 LB @	FRESH	TOMATOES, ROMA FRESH		2.0	OZ	<input checked="" type="checkbox"/>	21.41	I	\$0.238	
884131	1	1 EACH@	DOLE	LETTUCE, CELLO WRAP		5.0	EA	<input checked="" type="checkbox"/>	27.20	I	\$5.667	

Ln: 3

\$5.960 per SERVING Profit per SERVING \$2.840 Approx 240 OZ in a case Food Cost %

- The default value in the **Yield** field is 1. If the yield for the standard unit of measure you plan to use differs, enter the new yield value in the **Yield** field.

—OR—

Leave the default value 1 in the **Yield** field if it is correct for the standard unit of measure you plan to use.

Note:

If you change the value in the **Yield** field, the confirm box displays. Click **Yes** to continue. For more information, see the “Edit a Sub-recipe” procedure on page 105.

- Select a standard unit of measure from the **UOM** drop-down list.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		8/30/2011 3:39:07 PM	<input type="checkbox"/>		5 SERVING	<input type="checkbox"/>		0.65		0.00	
salad	0	grilled chicken salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 CUP	<input type="checkbox"/>	12.00	0.77	6.4	11.23	
sandwich	0	peanut butter and jelly		8/30/2011 3:42:25 PM	<input checked="" type="checkbox"/>		1 FLOZ	<input type="checkbox"/>	5.95	0.60	10.0	5.35	
condiment	0	sandwich spread		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 L	<input type="checkbox"/>		0.00	0.0	0.00	
sandwich	1	ham sandwich		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 ML	<input type="checkbox"/>	6.95	0.52	7.4	6.43	

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Contains Recipes

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
200730	12	16.9 OZ	IMPORTED	VINEGAR, BALSAMIC		75.1	ML	<input checked="" type="checkbox"/>	25.08	C	\$0.313	
252005	4	3 LITER	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%	S/O BLESS	150	ML	<input checked="" type="checkbox"/>	27.20	I	\$0.340	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS	MADE FR		FLOZ	<input checked="" type="checkbox"/>	58.41	I		

Ln: 3

\$0.131 per SERVING Profit per SERVING Approx 6,004.9 ML in a case Food Cost %

Note:

If you change the standard unit of measure, a warning box displays. Click **Yes** to continue. For more information, see the "Edit a Sub-recipe" procedure on page 105.

7. The sub-recipe is created and displays on the Recipes window.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		8/30/2011 3:39:07 PM	<input type="checkbox"/>		5 SERVING	<input type="checkbox"/>		0.65		0.00	
salad	0	grilled chicken salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	12.00	0.77	6.4	11.23	
sandwich	0	peanut butter and jelly		8/30/2011 3:42:25 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	5.95	0.60	10.0	5.35	
condiment	0	sandwich spread		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00	0.0	0.00	
sandwich	1	ham sandwich		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	6.95	0.52	7.4	6.43	

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Contains Recipes

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
200730	12	16.9 OZ	IMPORTED	VINEGAR, BALSAMIC		75.1	ML	<input checked="" type="checkbox"/>	25.08	C	\$0.313	
252005	4	3 LITER	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%	S/O BLESS	150	ML	<input checked="" type="checkbox"/>	27.20	I	\$0.340	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS	MADE FR		FLOZ	<input checked="" type="checkbox"/>	58.41	I		

Ln: 3

\$0.131 per SERVING Profit per SERVING Approx 6,004.9 ML in a case Food Cost %

8. Use the procedure in the “Add Ingredient Quantity and Unit of Measure” procedure on page 42 to define ingredient preparation order, select units of measure for the ingredients, and enter ingredient quantities.
9. Use the procedure in the “Enter Recipe and Ingredient Preparation Notes” on page 46 to enter recipe preparation instructions.

Add a Sub-recipe as an Ingredient

Use this procedure to add a sub-recipe as an ingredient in one or more recipes.

1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The main table lists recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The recipes listed are:

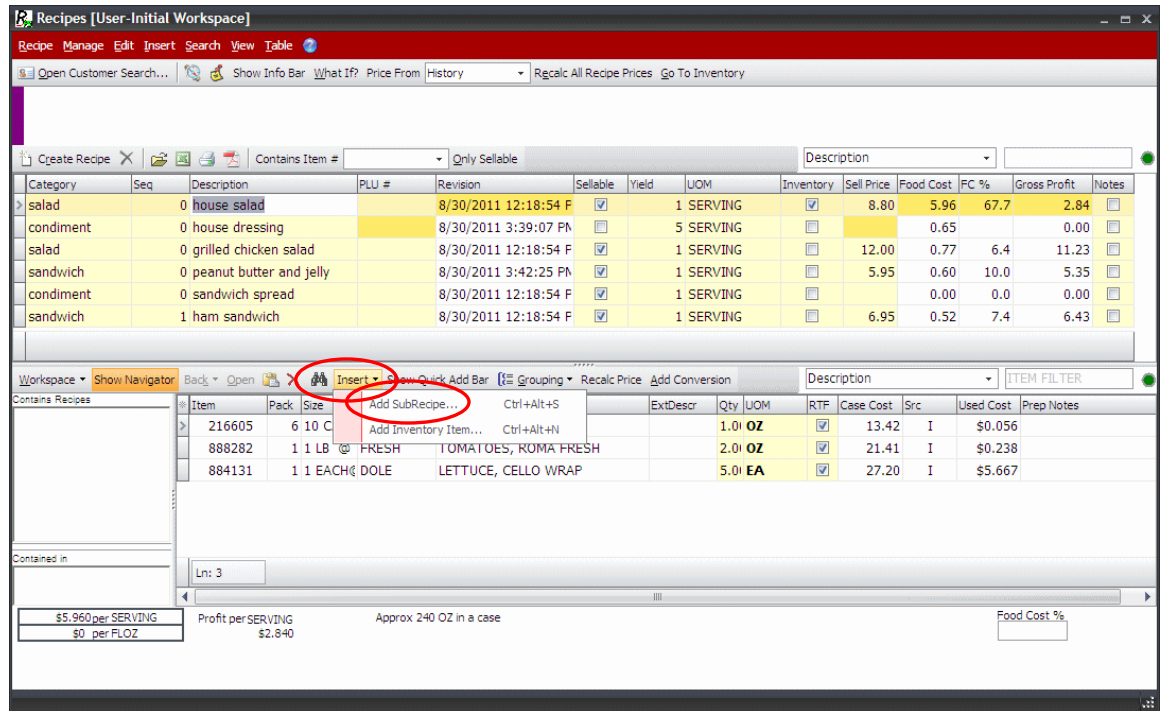
Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	<input type="checkbox"/>
condiment	0	house dressing		8/30/2011 3:39:07 PM	<input type="checkbox"/>	5	SERVING	<input type="checkbox"/>		0.65		0.00	<input type="checkbox"/>
salad	0	grilled chicken salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.77	6.4	11.23	<input type="checkbox"/>
sandwich	0	peanut butter and jelly		8/30/2011 3:42:25 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	5.95	0.60	10.0	5.35	<input type="checkbox"/>
condiment	0	sandwich spread		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	0.0	0.00	<input type="checkbox"/>
sandwich	1	ham sandwich		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	6.95	0.52	7.4	6.43	<input type="checkbox"/>

Below the main table, there is a section for 'Contains Recipes' and 'Contained in'. The 'Contains Recipes' section shows a list of items with columns: Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTF, Case Cost, Src, Used Cost, and Prep Notes. The items listed are:

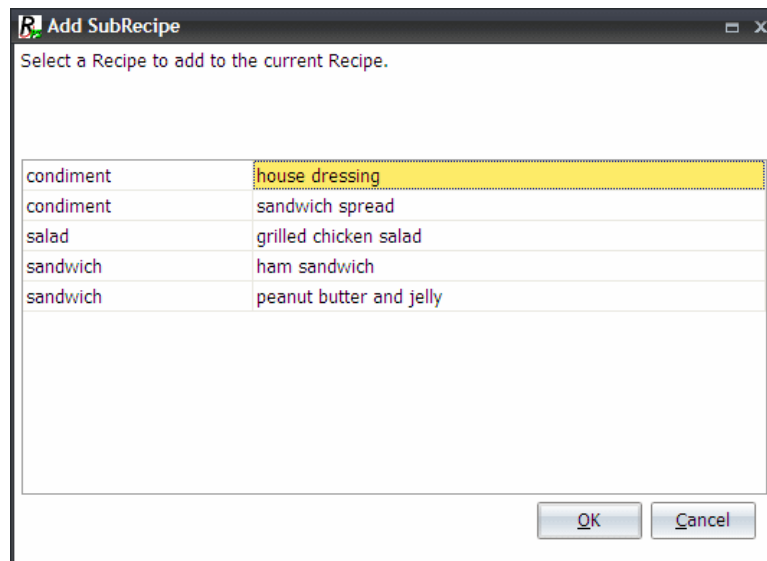
Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
200730	12	16.9 OZ	IMPORTED	VINEGAR, BALSAMIC		75.1	ML	<input checked="" type="checkbox"/>	25.08	C	\$0.313	
252005	4	3 LITER	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%	S/O BLESS	150	ML	<input checked="" type="checkbox"/>	27.20	I	\$0.340	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS	MADE FRI		FLOZ	<input checked="" type="checkbox"/>	58.41	I		

At the bottom, there is a summary section with fields for 'Profit per SERVING', 'Approx 6,004.9 ML in a case', and 'Food Cost %'.

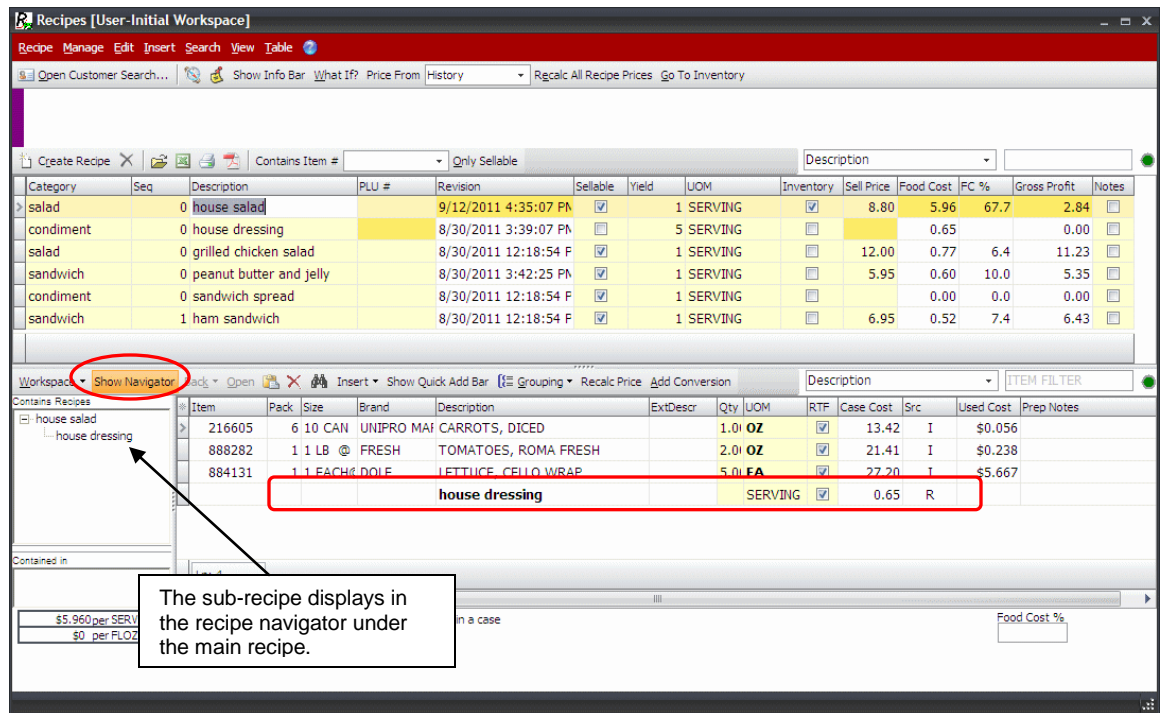
2. Select the recipe in the recipe list of the item to use the sub-item. In this example, we have selected the House Salad recipe and intend to add the House Dressing recipe as a sub-recipe.



- Press CTRL+ALT+S.
—OR—
Click **Add SubRecipe**.
- The Add SubRecipe box displays.



- Select a sub-recipe and click **OK**. The selected sub-recipe displays in the recipe ingredient list on the bottom section of the Recipes window.



- If you have the recipe navigator option selected, the sub-recipe displays under **Contains Recipes** in the left pane.

Click **Show Navigator** to display the recipe navigator in the left pane.

- Use the procedure in the “Add Ingredient Quantity and Unit of Measure” section on page 42 to define ingredient preparation order, select units of measure for the ingredients, and enter ingredient quantities.
- Use the procedure in the “Enter Recipe and Ingredient Preparation Notes” on page 46 to enter recipe preparation instructions.

Note:

If you modify a sub-recipe, changes impact all recipes using the modified sub-recipe.

Edit a Sub-recipe

You can edit a sub-recipe if the yield changes. For example, you discover the hollandaise sauce sub-recipe yields more servings than initially defined.

Use this procedure to modify a sub-recipe.

- This procedure begins on the Recipes window.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
> sandwich	0	house salad		9/28/2011 12:22:00 F	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	0.29	3.30
condiment	0	house dressing		9/15/2011 9:43:50 AM	<input type="checkbox"/>	5	SERVING	<input type="checkbox"/>		0.65	
salad	0	grilled chicken salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.77	6.42
sandwich	0	peanut butter and jelly		9/15/2011 9:58:00 AM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	5.95	0.60	10.09
condiment	0	sandwich spread		9/15/2011 9:43:50 AM	<input type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	
sandwich	1	ham sandwich		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	6.95	0.52	7.48

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Description ITEM FILTER

Contains Recipes

- house salad
 - house dressing

Contained in

Ln: 4

\$0.291per SERVING

Approx 240 OZ in a case

Food Cost % 3.30

Double-click the sub-recipe.

- Double-click the sub-recipe to edit. The sub-recipe's ingredients display. In this example house dressing is double-clicked.

Recipes [User-Initial Workspace]

Recipe Manager Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
sandwich	0	house salad		9/28/2011 12:22:00 P	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	0.29	3
condiment	0	house dressing		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	5	SERVING	<input checked="" type="checkbox"/>		0.65	
salad	0	grilled chicken salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	12.00	0.77	6
sandwich	0	peanut butter and jelly		9/15/2011 9:58:00 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	5.95	0.60	10
condiment	0	sandwich spread		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>		0.00	
sandwich	1	ham sandwich		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	6.95	0.52	7

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Description ITEM FILTER

Contains Recipes

- house dressing

Contains in

house salad

Ln: 3

\$0.131per SERVING

Approx 6,004.9 ML in a case

Case Cost %

0.00

The selected sub-recipe ingredients display.

- To edit the yield value on the sub-recipe, enter the new yield quantity in the **Yield** field.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %
sandwich	0	house salad		9/28/2011 12:22:00 F	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	0.29	3.30
condiment	0	house dressing		9/28/2011 1:44:24 PM	<input type="checkbox"/>	4	SERVING	<input type="checkbox"/>		0.65	
salad	0	grilled chicken salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.77	6.42
sandwich	0	peanut butter and jelly		9/15/2011 9:58:00 AM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	5.95	0.60	10.09
condiment	0	sandwich spread		9/15/2011 9:43:50 AM	<input type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	
sandwich	1	ham sandwich		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	6.95	0.52	7.48

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Co
216605	6 10 CAN		UNIPRO MAI	CARROTS, DICED		1.00	OZ	<input checked="" type="checkbox"/>	23.47	C	\$0.00
888282	1 1 LB @		FRESH	TOMATOES, ROMA FRESH		2.00	OZ	<input checked="" type="checkbox"/>	0.85	C	\$0.00
884131	1 1 EACH		DOLE	LETTUCE, CELLO WRAP		5.00	EA	<input checked="" type="checkbox"/>	0.88	C	\$0.10
				house dressing			SERVING	<input checked="" type="checkbox"/>	0.65	R	

Ln: 4

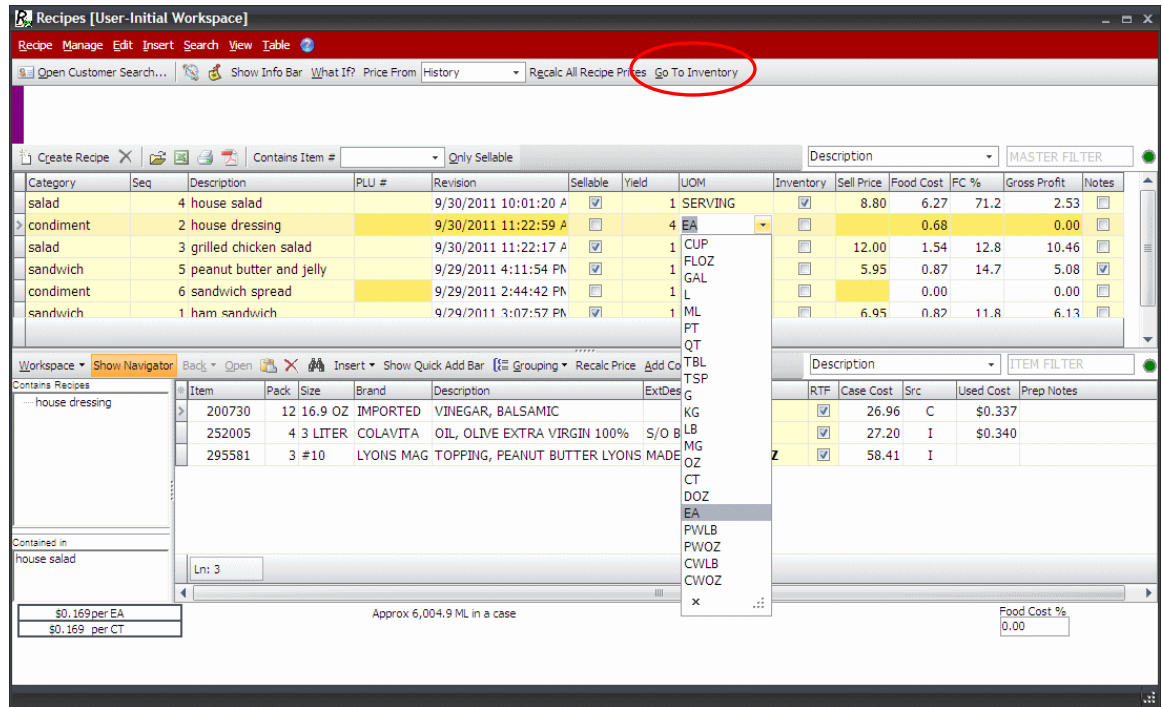
\$0.29 per SERVING Approx 240 OZ in a case Food Cost % 3.30

4. The Confirm box displays. Click **Yes**.

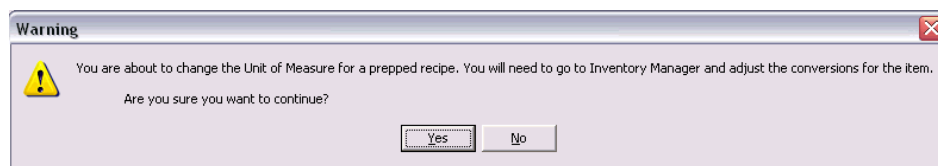
Confirm

? You have changed the yield. Would you like to change the associated prepped recipe?

- Recipe Manager automatically adjusts the conversion entries in Inventory Manager.
- If necessary, select a new standard unit of measure for the sub-recipe from the **UOM** drop-down list.



7. The Warning box displays a confirmation message. Click **Yes** to continue the unit of measure change.



8. Click **Go To Inventory**. The Inventory Manager window displays.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)
 You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can	Order	Broken	Par	Inv Qty	Inv Value
R00000	BATCH	1	RECIPE	house salad			6.27	R						0.00
R00000	BATCH	1	RECIPE	turkey sandwich			1.35	R						0.00
R00001	BATCH	1	RECIPE	ham sandwich			0.76	R						0.00
200730	16.9 OZ	12	IMPORTED	VINEGAR, BALSAMIC				C						0.00
252005	3 LITER	4	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%			27.20	C						0.00
882121	3 LB	1	FRESH	LETTUCE, SPRING MIX			97.75	C						0.00
216605	10 CAN	6	UNIFRO MAF	CARROTS, DICED			13.42	C						0.00
888282	1 LB	1	FRESH	TOMATOES, ROMA FRESH			21.41	C						0.00
884131	1 EACH	1	DOLE	LETTUCE, CELLO WRAP			27.20	C						0.00
731350	3 OZ	53	ADVANCE PI	CHICKEN, BREAST GRILL PKCD	3			C						0.00
754190	2 LB	6	JENNIE-O	TURKEY, BREAST SLICED SMOKED	.7			C						0.00
519091	8# AVG	2	SAPUTO	CHEESE, SWISS BIG EYE				C						0.00
615473	33.6 OZ	6	ROTELLA	BREAD, WHEAT BERRY 21 SLICE			3.87	C						0.00
271020	10 CAN	6	GARDEN CLU	JELLY, GRAPE				C						0.00
334760	1 DOZEN	6	LIBERTYWA	SHAKER, GRID W/DOME CAP S/S		chemical	9.89	C						0.00

Ln: 46

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	(Unassigned)					13.420	0.00	0
6.0 10 CAN	(Unassigned)					2.237	0.00	0
240.0 OZ	(Unassigned)					0.056	0.00	0

Total for Dept Code
Total Inv Value 0.00

- Modify the conversion so conversions you plan to use exist and verify the conversions accurately reflect the changes you made.

Note:

For information about editing conversions, see the *Power Sell Inventory Manager User Guide*.

- Click **Go To Recipes** to return to the Recipes window.
- To refresh all costs in all recipes, click **Recalc All**.

Chapter 4

Recipe Manager View Options

This chapter contains information about viewing recipes and recipe ingredients. Use the information in this chapter to learn how to filter recipes, sort recipes, and define viewable ingredient information.

Change Recipe Manager Views

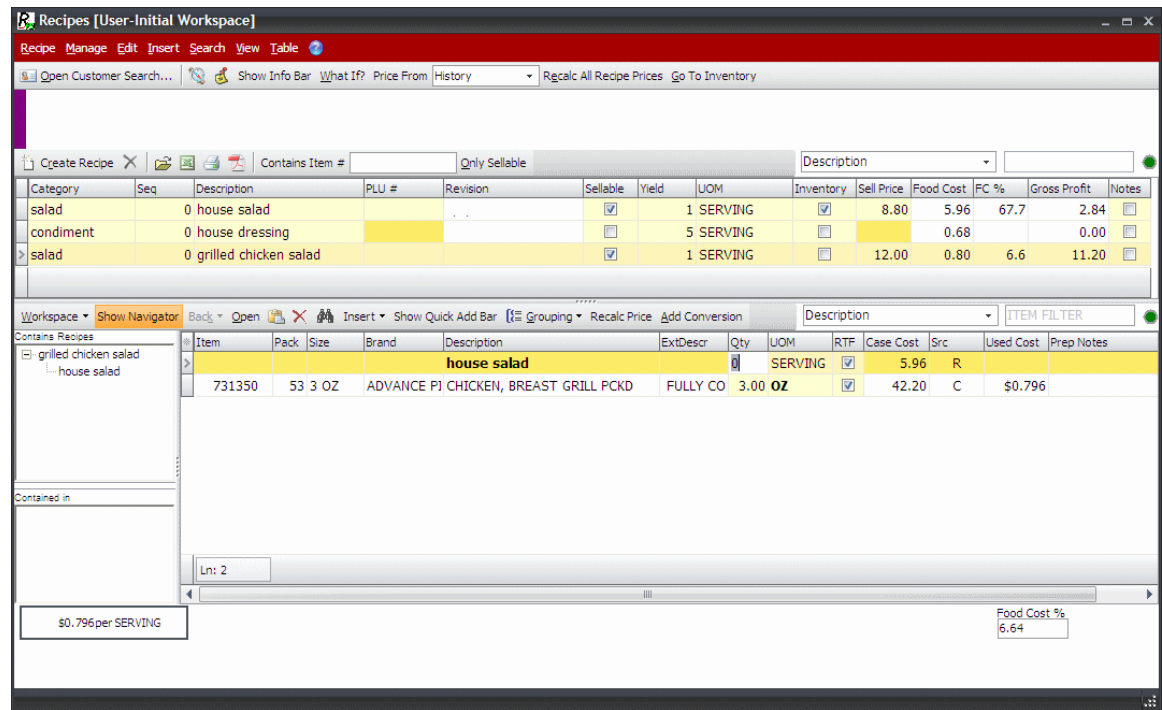
Recipe Manager allows you to filter and manage recipe display and display order. This section contains information about using and changing recipe views.

View Recipes by Category

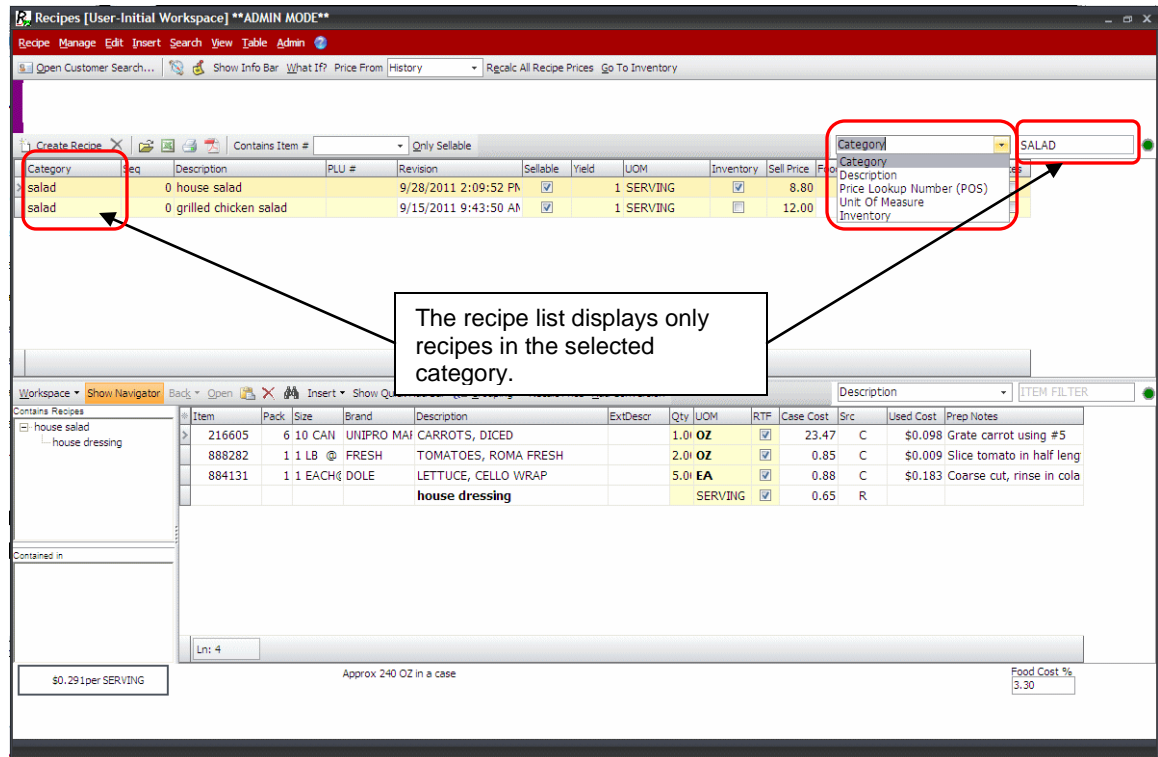
Use this procedure to narrow the recipe list on the Recipes window to view recipes by specific category.

The category is assigned to the recipe when you initially create the recipe. For details about entering a new category or defining a recipe category, see “Add a New Recipe” on page 33.

1. This procedure begins on the Recipes window.



2. To filter for a specific recipe category, select the category from the drop-down list.

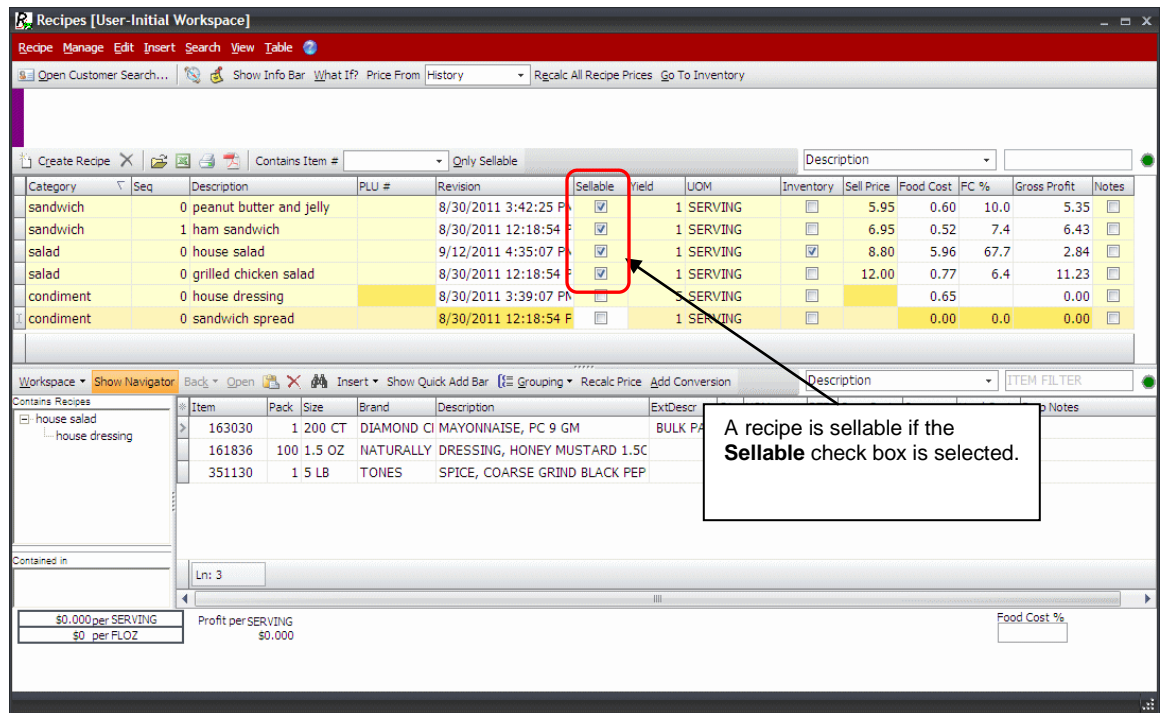


3. Select **Category** from the list.
4. Type the name of the category to display in the field. The list of recipes is filtered to the category you entered.

View Sellable Recipes Only

Use this procedure to view sellable recipes only.

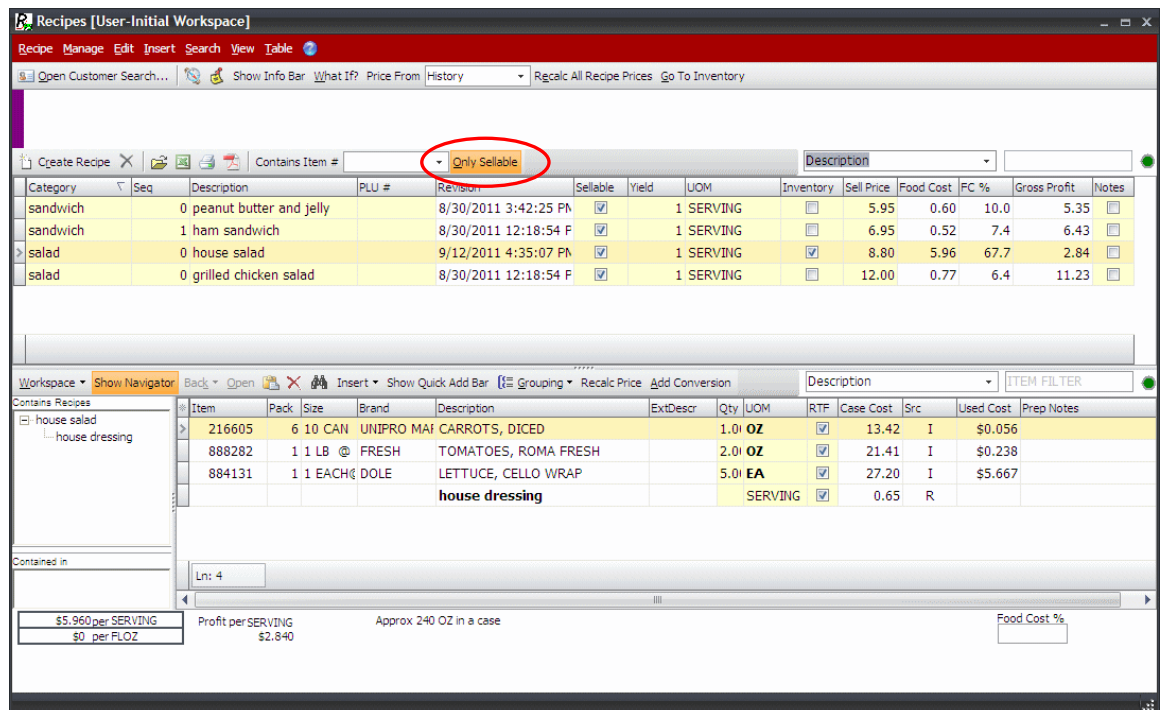
1. This procedure begins on the Recipes window.



- The **Sellable** column in the recipe list section displays a check box.

If a recipe is sellable, the **Sellable** check box is selected.

If a recipe is sold as part of another recipe item, the **Sellable** check box is not selected.



- Click **Only Sellable**. The recipe list section window displays sellable recipes only.

- To view all recipes, click **Only Sellable** again. All recipes display in the recipe list section.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with icons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area is divided into two sections. The top section is a table of recipes, and the bottom section is a table of ingredients for a selected recipe.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
sandwich	0	peanut butter and jelly		8/30/2011 3:42:25 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	5.95	0.60	10.0	5.35	<input type="checkbox"/>
sandwich	1	ham sandwich		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	6.95	0.52	7.4	6.43	<input type="checkbox"/>
salad	0	house salad		9/12/2011 4:35:07 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	<input type="checkbox"/>
salad	0	grilled chicken salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	0.77	6.4	11.23	<input type="checkbox"/>
condiment	0	house dressing		8/30/2011 3:39:07 PM	<input type="checkbox"/>	5	SERVING	<input type="checkbox"/>		0.65		0.00	<input type="checkbox"/>
condiment	0	sandwich spread		8/30/2011 12:18:54 F	<input type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00	0.0	0.00	<input type="checkbox"/>

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
163030	1	200 CT	DIAMOND C	MAYONNAISE, PC 9 GM	BULK PAC		CT	<input checked="" type="checkbox"/>	8.58	I		
161836	100	1.5 OZ	NATURALLY	DRESSING, HONEY MUSTARD 1.5C			OZ	<input checked="" type="checkbox"/>	21.33	I		
351130	1	5 LB	TONES	SPICE, COARSE GRIND BLACK PEP			OZ	<input checked="" type="checkbox"/>	60.51	I		

At the bottom of the window, there are summary fields: '\$0.000 per SERVING', '\$0 per FLOZ', 'Profit per SERVING \$0.000', and 'Food Cost %'.

View Recipes with a Specific Ingredient Item

Use this procedure to identify and work with other recipes that use a selected ingredient item from a selected recipe.

- This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with icons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'Inventory', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The table lists four recipes: '0 house salad', '0 house dressing', '0 grilled chicken salad', and '0 peanut butter and jelly'. Below the table is a 'Contains Item #' field with a dropdown menu. The bottom section shows a 'Workspace' with a 'Show Navigator' button and a 'Back' button. It also displays a 'Contains Recipes' list with columns: Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTF, Case Cost, Src, Used Cost, and Prep Notes. The list shows three items: '519091 2 8# AVG SAPUTO CHEESE, SWISS BIG EYE', '615473 6 33.6 OZ ROTELLA BREAD, WHEAT BERRY 21 SLICE', and '770207 6 2 LB TYSON HAM, HONEY SLICED .75 OZ'. At the bottom, there are summary fields for 'Profit per SERVING' (\$6.434), 'Approx 16 OZ in a case', and 'Food Cost %'.

2. Select the **Contains Item #** field and begin typing the item number.

This screenshot shows the 'Recipes [User-Initial Workspace]' window with the 'Contains Item #' field highlighted by a red circle. The field contains the text '615473'. Below the field, a list of recipes is displayed, filtered by the entered item number. The list includes items like '615425 6 N ROTELLA BREAD, HOAGIE BUN 6-7" SL SOURDOUGH' and '615473 6 N ROTELLA BREAD, WHEAT BERRY 21 SLICE'. A callout box with the text 'Results display as you type.' points to the filtered list. The bottom section shows the 'Profit per SERVING' as \$5.355 and the 'Food Cost %'.

3. As you type, the item list filters.
4. When you see the item in the list, select it from the item list.
5. The Recipes window displays the list of recipes containing the selected ingredient item.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From Inventory Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # 615473 Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
sandwich	0	peanut butter and jelly		9/15/2011 9:58:00 AM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	5.95	0.60	10.0	5.35	
sandwich	1	ham sandwich		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	6.95	0.52	7.4	6.43	

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Contains Recipes

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN		OZ	<input checked="" type="checkbox"/>	28.25	C		
271020	6	10 CAN	GARDEN CL	JELLY, GRAPE			3.0i GLB	<input type="checkbox"/>	50.01	C	\$0.595	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS	MADE FR		FLOZ	<input checked="" type="checkbox"/>	58.41	C		

Ln: 3

\$0.595 per SERVING Profit per SERVING \$5.355 Food Cost %

\$0 per FLOZ

- To view all recipes, click clear the **Contains Item** field. All recipes display on the Recipes window.

Sort Recipes

This section contains procedures for sorting recipes so they are easy to find. You can sort recipes in ascending or descending alphabetical or item order.

Sort by Sequence

Use this procedure to group recipes by sequence number.

The sequence number is an identifier assigned to your recipes to create a logical order to the recipe list.

- This procedure begins on the Recipes window.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From Inventory Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
sandwich	5	peanut butter and jelly		9/28/2011 3:09:16 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	5.95	0.60	10.0	5.35	
sandwich	1	ham sandwich		9/28/2011 2:56:27 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	6.95	0.52	7.4	6.43	
salad	4	house salad		9/28/2011 3:09:13 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
salad	3	grilled chicken salad		9/28/2011 3:09:10 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	12.00	0.77	6.4	11.23	
condiment	2	house dressing		9/28/2011 3:09:06 PM	<input type="checkbox"/>		4 EA	<input type="checkbox"/>		0.65		0.00	
condiment	6	sandwich spread		9/28/2011 3:09:20 PM	<input type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00		0.00	

- Click the **Seq** column heading. An arrow displays indicating the sort direction.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From Inventory Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
sandwich	1	ham sandwich		9/28/2011 2:56:27 PM	<input checked="" type="checkbox"/>		1 SERVING	<input type="checkbox"/>	6.95	0.52	7.4	6.43	<input type="checkbox"/>
condiment	2	house dressing		9/28/2011 3:09:06 PM	<input type="checkbox"/>	4 EA		<input type="checkbox"/>		0.65		0.00	<input type="checkbox"/>
salad	3	grilled chicken salad						<input type="checkbox"/>	12.00	0.77	6.4	11.23	<input type="checkbox"/>
salad	4	house salad						<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	<input type="checkbox"/>
sandwich	5	peanut butter and jelly						<input type="checkbox"/>	5.95	0.60	10.0	5.35	<input type="checkbox"/>
condiment	6	sandwich spread						<input type="checkbox"/>		0.00		0.00	<input type="checkbox"/>

Recipes display in ascending sequence number order.

- Click the **Seq** column heading again. The arrow displays in the opposite direction.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From Inventory Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
condiment	6	sandwich spread		9/28/2011 3:09:20 PM	<input type="checkbox"/>		1 SERVING	<input type="checkbox"/>		0.00		0.00	<input type="checkbox"/>
sandwich	5	peanut butter and jelly						<input type="checkbox"/>	5.95	0.60	10.0	5.35	<input type="checkbox"/>
salad	4	house salad						<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	<input type="checkbox"/>
salad	3	grilled chicken salad						<input type="checkbox"/>	12.00	0.77	6.4	11.23	<input type="checkbox"/>
condiment	2	house dressing						<input type="checkbox"/>		0.65		0.00	<input type="checkbox"/>
sandwich	1	ham sandwich						<input type="checkbox"/>	6.95	0.52	7.4	6.43	<input type="checkbox"/>

Recipes display in descending sequence number order.

- To clear all sorts, see the “Clear Recipe Sorting” on page 122.

Sort Recipes by Food Cost Percentage

Use this procedure to sort recipes by food cost percentage to display recipes in highest food cost percentage to lowest or from lowest food cost percentage to highest.

- This procedure begins on the Recipes window.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
sandwich	5	peanut butter and jelly		10/6/2011 9:07:01 AM	✓	1	SERVING	✓	5.95	0.82	13.8	5.13	✓
salad	3	grilled chicken salad		10/3/2011 9:40:49 AM	✓	1	SERVING	✓	12.00	1.54	12.8	10.46	
sandwich	1	ham sandwich		10/3/2011 9:41:27 AM	✓	1	SERVING	✓	6.95	0.82	11.8	6.13	
	0	test item		10/5/2011 4:20:15 PM	✓	1	SERVING		0.00	0.00	0.00	0.00	
condiment	2	house dressing		9/30/2011						0.68		0.00	

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Contains Recipes

peanut butter and jelly

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN	2.00	SL		3.87	I	\$0.043	
271020	6	10 CAN	GARDEN CLI	JELLY, GRAPE	3.00 GLB				50.01	C	\$0.595	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS MADE FRC	2.00 TBL				58.41	I	\$0.185	

Ln: 3

\$0.824per SERVING

Approx 180 SL in a case

Food Cost % 13.85

2. Click the FC% column heading. An arrow displays indicating the sort direction.

Recipes [User-Initial Workspace]

Recipe Manage Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe X Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
	0	test item		10/5/2011 4:20:15 PM	✓	1	SERVING		0.00	0.00	0.00	0.00	
sandwich	1	ham sandwich		10/3/2011 9:41:27 AM	✓	1	SERVING	✓	6.95	0.82	11.8	6.13	
salad	3	grilled chicken salad		10/3/2011 9:40:49 AM	✓	1	SERVING	✓	12.00	1.54	12.8	10.46	
sandwich	5	peanut butter and jelly		10/6/2011 9:07:01 AM	✓	1	SERVING	✓	5.95	0.82	13.8	5.13	✓
salad	4	house salad		9/30/2011					8.80	6.27	71.2	2.53	

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Contains Recipes

peanut butter and jelly

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE	S/O MEAN	2.00	SL		3.87	I	\$0.043	
271020	6	10 CAN	GARDEN CLI	JELLY, GRAPE	3.00 GLB				50.01	C	\$0.595	
295581	3	#10	LYONS MAG	TOPPING, PEANUT BUTTER LYONS MADE FRC	2.00 TBL				58.41	I	\$0.185	

Ln: 3

\$0.824per SERVING

Approx 180 SL in a case

Food Cost % 13.85

3. To clear all sorts, see the "Clear Recipe Sorting" procedure on page 122.

Sort Recipes by Gross Profit

Use this procedure to sort recipes by gross profit to list recipes from highest gross profit to lowest or from lowest gross profit to highest.

1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with buttons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, and Gross Profit. The table lists several recipes, including 'house salad', 'house dressing', 'grilled chicken salad', 'peanut butter and jelly', and 'sandwich spread'. Below the recipe table is a section for 'Workspace' and 'Show Navigator'. The 'Show Navigator' pane shows a tree view of the recipe's ingredients, including 'house salad' and 'house dressing'. The 'house dressing' ingredient is expanded, showing a list of items with columns: Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTF, Case Cost, Src, Used Cost, and Prep Notes. The items listed include 'CARROTS, DICED', 'TOMATOES, ROMA FRESH', 'LETTUCE, CELLO WRAP', 'house dressing', and 'BACON, TOPPING APPLEWOOD'. At the bottom of the window, there is a summary section showing '\$6.266 per SERVING', 'Approx 180 OZ in a case', and 'Food Cost % 71.20'.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit
salad	4	house salad		9/30/2011 10:01:20 A	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	6.27	71.2	2.53
condiment	2	house dressing		9/29/2011 2:44:42 PM	<input type="checkbox"/>	4	EA	<input type="checkbox"/>		0.68		0.68
salad	3	grilled chicken salad		9/29/2011 4:03:24 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	12.00	1.45	12.1	10.55
sandwich	5	peanut butter and jelly		9/29/2011 4:11:54 PM	<input checked="" type="checkbox"/>	1	SERVING	<input type="checkbox"/>	5.95	0.87	14.7	5.08
condiment	6	sandwich spread		9/29/2011 2:44:42 PM	<input type="checkbox"/>	1	SERVING	<input type="checkbox"/>		0.00		0.00

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
216605	6 10 CAN		UNIPRO MAI	CARROTS, DICED		1.00	OZ	<input checked="" type="checkbox"/>	13.42	I	\$0.056	Grate carrots
888282	1 1 LB @	FRESH		TOMATOES, ROMA FRESH		2.00	OZ	<input checked="" type="checkbox"/>	21.41	I	\$0.238	Slice tomatoes
884131	1 1 EACH @	DOLE		LETTUCE, CELLO WRAP		5.00	EA	<input checked="" type="checkbox"/>	27.20	I	\$5.667	Coarse cut lettuce
				house dressing			EA	<input checked="" type="checkbox"/>	0.68	R		
769370	2 5 LB		HORMEL	BACON, TOPPING APPLEWOOD	S/O BENT	1.00	SLC	<input checked="" type="checkbox"/>	43.94	I	\$0.305	

Ln: 5

\$6.266 per SERVING Approx 180 OZ in a case Food Cost % 71.20

2. Click the **Gross Profit** column heading. An arrow displays indicating the sort direction.

Recipes [User-Initial Workspace]

Recipe Manager Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	3	grilled chicken salad		9/30/2011 11:22:17 A	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	12.00	1.54	12.6	10.46	
sandwich	1	ham sandwich		9/29/2011 3:07:57 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	6.95	0.82	11.6	6.13	
sandwich	5	peanut butter and jelly		9/29/2011 4:11:54 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	5.95	0.87	14.7	5.08	
salad	4	house salad		9/30/2011 10:01:20 A	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	6.27	71.2	2.53	
condiment	2	house dressing		9/30/2011 11:24:38 A	<input checked="" type="checkbox"/>		4 CUP	<input checked="" type="checkbox"/>		0.68		0.00	
condiment	6	sandwich spread		9/29/2011 2:44:42 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>		0.00		0.00	

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Contains Recipes

- house salad
 - house dressing

Contained in

Ln: 5

\$6,266 per SERVING

Approx 240 OZ in a case

Food Cost % 71.20

- Click the **Gross Profit** column heading again. The sort order is reversed and the arrow in the column heading displays the gross profit sort direction.

Recipes [User-Initial Workspace]

Recipe Manager Edit Insert Search View Table

Open Customer Search... Show Info Bar What If? Price From History Recalc All Recipe Prices Go To Inventory

Create Recipe Contains Item # Only Sellable Description MASTER FILTER

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
condiment	2	house dressing		9/30/2011 11:24:38 A	<input checked="" type="checkbox"/>		4 CUP	<input checked="" type="checkbox"/>		0.68		0.00	
condiment	6	sandwich spread		9/29/2011 2:44:42 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>		0.00		0.00	
salad	4	house salad		9/30/2011 10:01:20 A	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	6.27	71.2	2.53	
sandwich	5	peanut butter and jelly		9/29/2011 4:11:54 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	5.95	0.87	14.7	5.08	
sandwich	1	ham sandwich		9/29/2011 3:07:57 PM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	6.95	0.82	11.6	6.13	
salad	3	grilled chicken salad		9/30/2011 11:22:17 A	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	12.00	1.54	12.6	10.46	

Workspace Show Navigator Back Open Insert Show Quick Add Bar Grouping Recalc Price Add Conversion Description ITEM FILTER

Contains Recipes

- house salad
 - house dressing

Contained in

Ln: 5

\$6,266 per SERVING

Approx 240 OZ in a case

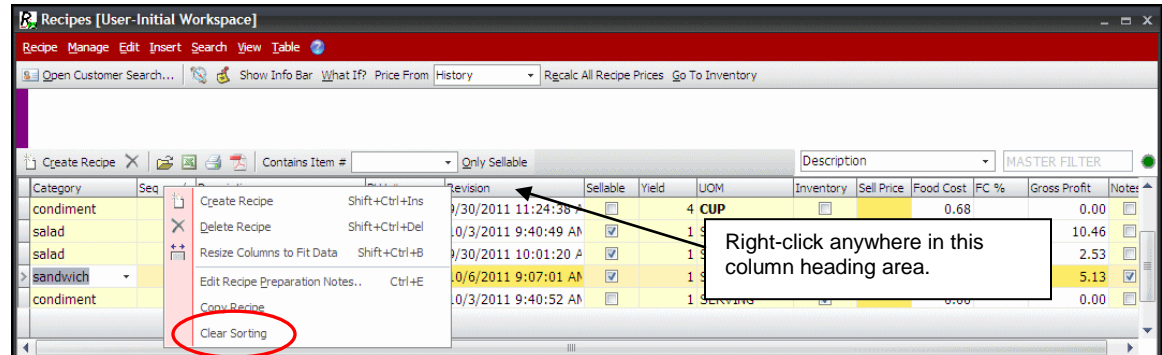
Food Cost % 71.20

- To clear all sorts, see the "Clear Recipe Sorting" procedure below.

Clear Recipe Sorting

Use this procedure to remove sorting if you have applied one or more sort options to the Recipe list and want to return the list to its default view.

Right-click in the column heading area of the recipe list. A shortcut menu displays.



Select **Clear Sorting**. All column sorting is removed. The column order displays in its default view.

View Recipe Item Information

This section contains procedures for using the Recipe Manager View menu options.

View Prep Notes

Use this procedure to show or hide prep notes for a specific ingredient item in the recipe ingredient item list. For details about adding or editing ingredient preparation notes, see "Add Ingredient Instructions" on page 49.

1. This procedure begins on the Recipes window. If an ingredient item has preparation notes assigned, partial text displays in the **Notes** column.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with buttons like 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a list of recipes with columns for Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. A callout box with an arrow points to the 'Prep Notes' column in the ingredient list, stating: 'The Prep Notes column displays part of the text for a recipe item.'

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad		9/12/2011 4:35:07 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		8/30/2011 3:39:07 PM	<input checked="" type="checkbox"/>	5	SERVING	<input checked="" type="checkbox"/>		0.65		0.00	
salad	0	grilled chicken salad		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	12.00	0.77	6.4	11.23	
sandwich	0	peanut butter and jelly		8/30/2011 3:42:25 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	5.95	0.60	10.0	5.35	
condiment	0	sandwich spread		9/12/2011 4:47:39 PM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>		0.00		0.00	
sandwich	1	ham sandwich		8/30/2011 12:18:54 F	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	6.95	0.52	7.4	6.43	

2. Select **View**. The **View** menu displays.

The screenshot shows the 'Recipes [User-Initial Workspace]' window with the 'View' menu open. The menu options include 'Customer' (Details..., Show Name Bar, Show Info Bar, Show Notes, Map Address), 'Item' (Show Ingredient Prep Notes Below Item, General details on current Item, Pricing details on current Item, Documents), and 'Item History Displays' (Show Item History Data, History Graph..., History Cross-Reference...). The 'Show Ingredient Prep Notes Below Item' option is highlighted with a red box. The background shows the same recipe list as the previous screenshot.

3. Select **Show Ingredient Prep Notes Below Item**.

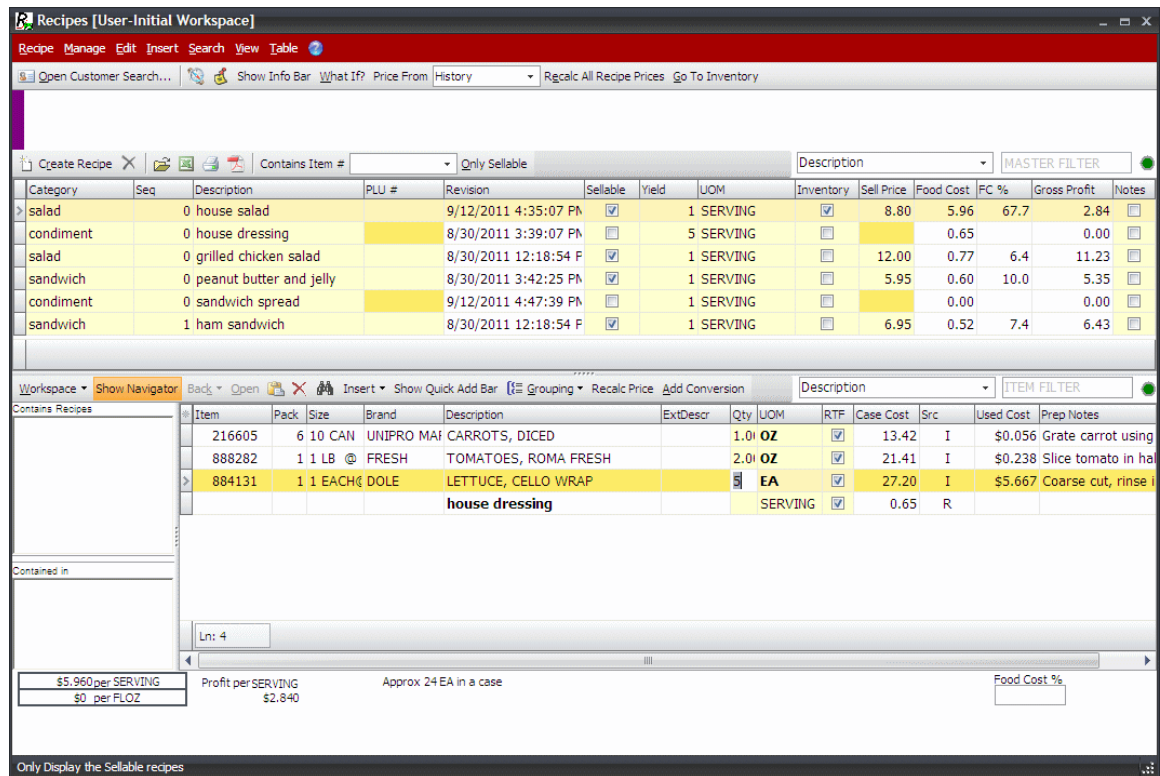
The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with icons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The recipes listed are: salad (0 house salad), condiment (0 house dressing), salad (0 grilled chicken salad), sandwich (0 peanut butter and jelly), condiment (0 sandwich spread), and sandwich (1 ham sandwich). Below the recipe list is a 'Workspace' section with a 'Show Navigator' button and a 'Back' button. It also includes a 'Show Quick Add Bar' and a 'Recalc Price' button. The 'Item' table shows ingredients: 216605 (6 10 CAN UNIPRO MAF CARROTS, DICED), 888282 (1 1 LB @ FRESH TOMATOES, ROMA FRESH), 884131 (1 1 EACH DOLE LETTUCE, CELLO WRAP), and house dressing. Preparation notes are displayed below each ingredient item, such as 'Grate carrot using #5', 'Slice tomato in half length-wise and then slice into wedges', and 'Coarse cut, rinse in colandar, and use spinner.' A callout box points to these notes with the text: 'Prep notes display below their assigned item.' At the bottom, there are summary fields for 'Ln: 4', '\$5.960 per SERVING', '\$0. per FLOZ', 'Profit per SERVING \$2.840', and 'Food Cost %'.

- An additional row displays below each ingredient item assigned preparation notes. The row is shaded and the preparation note text displays in a contrasting color.
- To hide the preparation notes, select View and select **Show Ingredient Prep Notes Below Item** again.

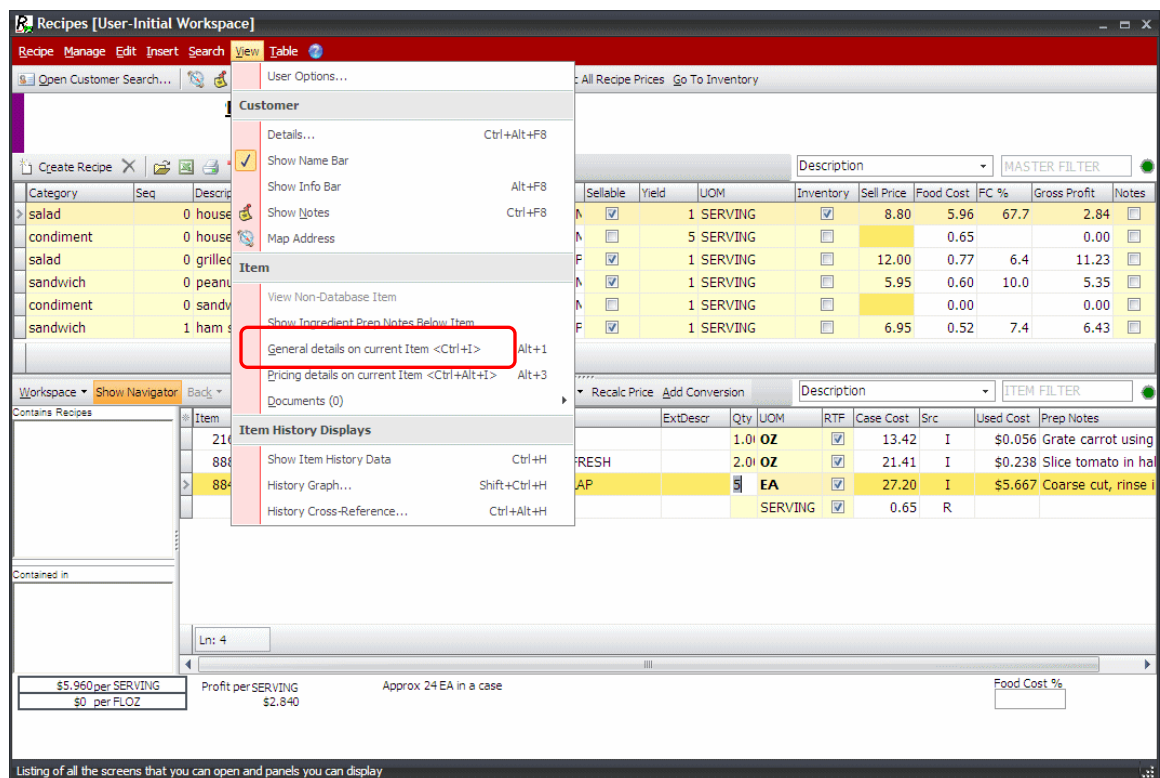
View Item Details

Use this procedure to view item details for a selected ingredient item.

- This procedure begins on the Recipes window.



2. Select an item in the recipe ingredients list and click **View**. The **View** menu displays.



3. Select **General details on current Item**. The Item Detail box displays.

Item Detail

Item: 884131

LETTUCE, CELLO WRAP

Cmp 2

Div 1

Loc 1

Whs 2

< Prev

Next >

Close

General

Distributor

Pricing

Descriptions

Brand DOLE
Item UPC
Case UPC
Vendor UPC
Vendor Item#

IFDA Item
000000

Quantities

Pack 1
Size 1 EACH@
Master Pack
Servings/Case
Unit of Measure
Avg Weight 1.00
Perishable Days
Cubes 1
Cube Adj Weight
Pallet TIH 0503

Extended Description

Characteristics

Breakable Case ☐

Dry/Chill/Frozen ☒

Type ☐

Food Item ☒

Fluctuating Market ☐

Alcohol ☐

Seasonal ☐

Deposit Item ☐

Catch Weight ☐

Taxable ☐

Random Weight ☐

Tobacco Tax ☐

Food Stamps ☐

Country of Origin Labeling (COOL)

Code

Level

Product Of -

Origin Of -

Method of Production -

Additional Info -

Substitute:

SpecialDeal:

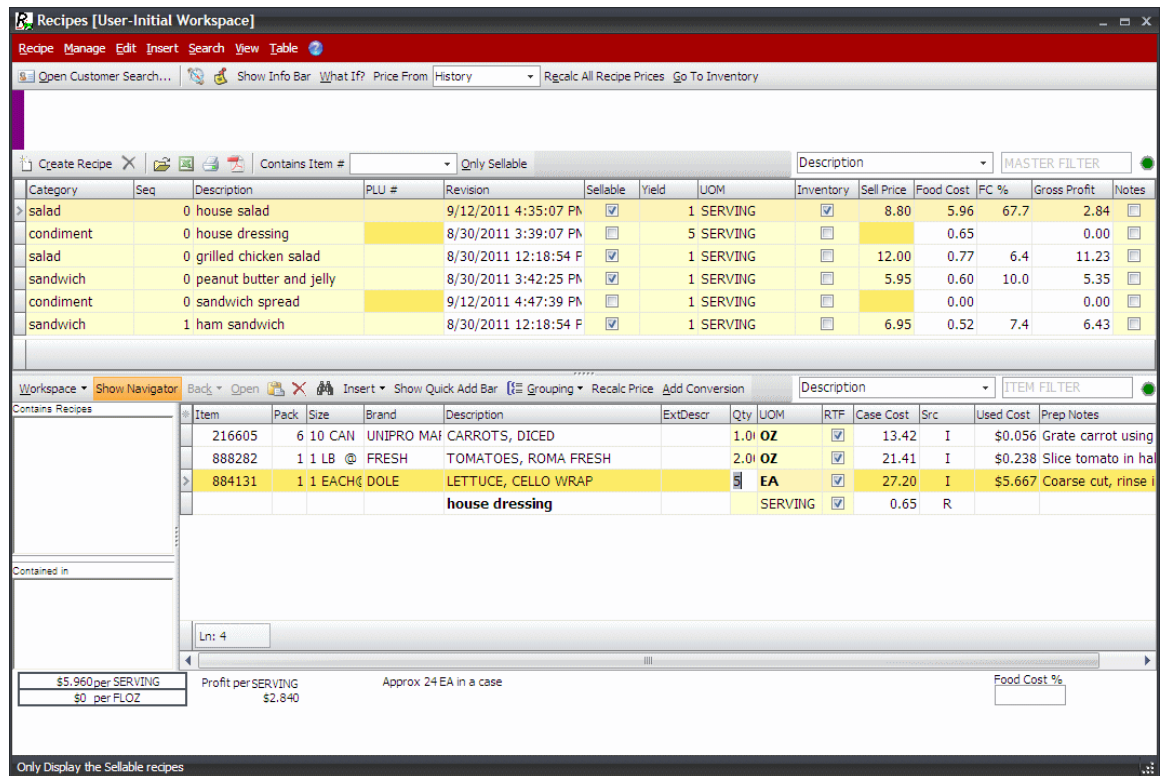
Parent: 884130- LETTUCE, ICEBERG CELLO WRAP

- For complete details about the fields on the Item Detail box, see the “View Item Information” section in the *Power Sell Complete Order Entry User Guide*.
- Click **Close** to return to the Recipes window.

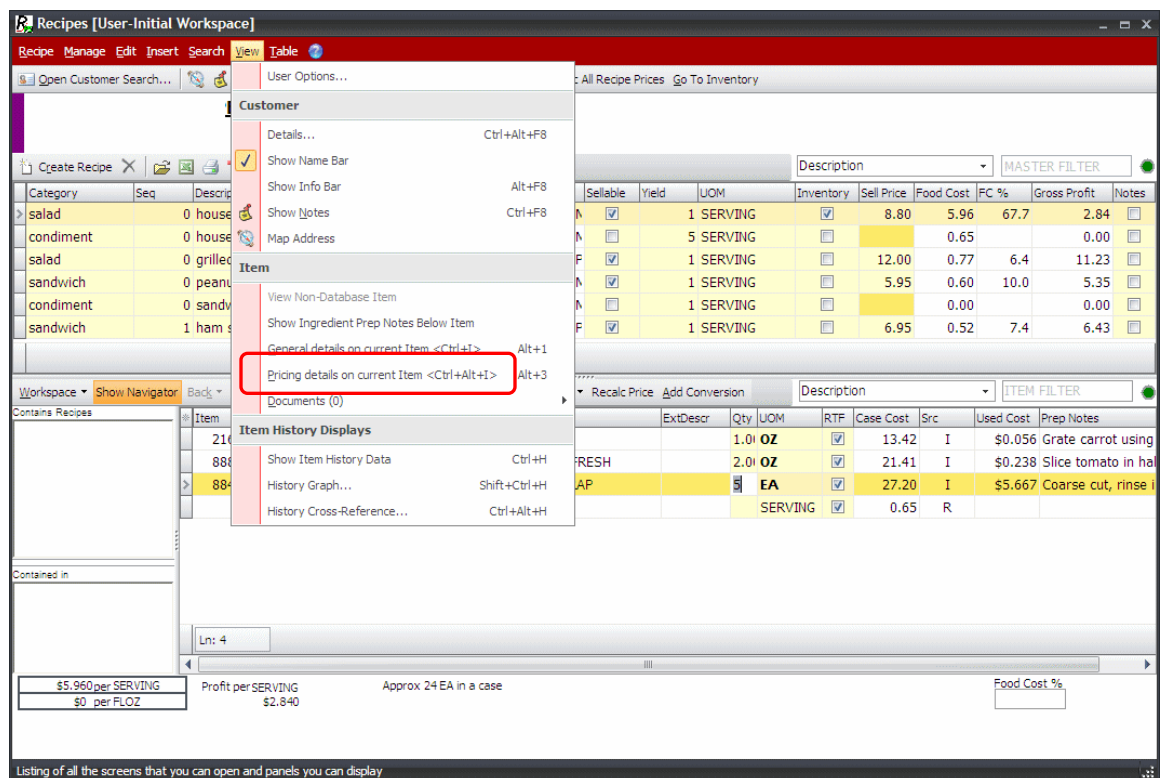
View Item Pricing Information

Use this procedure to view the Pricing tab in the Item Detail box that contains detailed pricing information from your host system such as the Power Enterprise system.

- This procedure begins on the Recipes window.



2. Select an item in the recipe ingredients list and click **View**. The **View** menu displays.



3. Select **Pricing details on current Item**. The Item Detail box displays the **Pricing** tab.

Item Detail

Item: 884131

LETTUCE, CELLO WRAP

Cmp 2

Div 1

Loc 1

Whs 2

< Prev

Next >

Close

General

Distributor

Pricing

Current Allowances available

Alw Cod	Description	Price Alw	Typ	Cost Alw	Typ	Starts on	Ends on
<No Item Allowance detail was provided from the Host system>							

Zone Prices

Zone	Case	Each
1	\$0.83	
2	\$0.83	
3	\$0.83	
4	\$0.83	
5	\$0.83	
6	\$0.83	
7	\$0.83	
8	\$0.83	

0.79

0.62

0.75

Substitute:

SpecialDeal:

Parent: 884130- LETTUCE, ICEBERG CELLO WRAP

- For complete details about the fields on the Pricing tab, see the “View Item Information” section in the *Power Sell Complete Order Entry User Guide*.
- Click **Close** to return to the Recipes window.

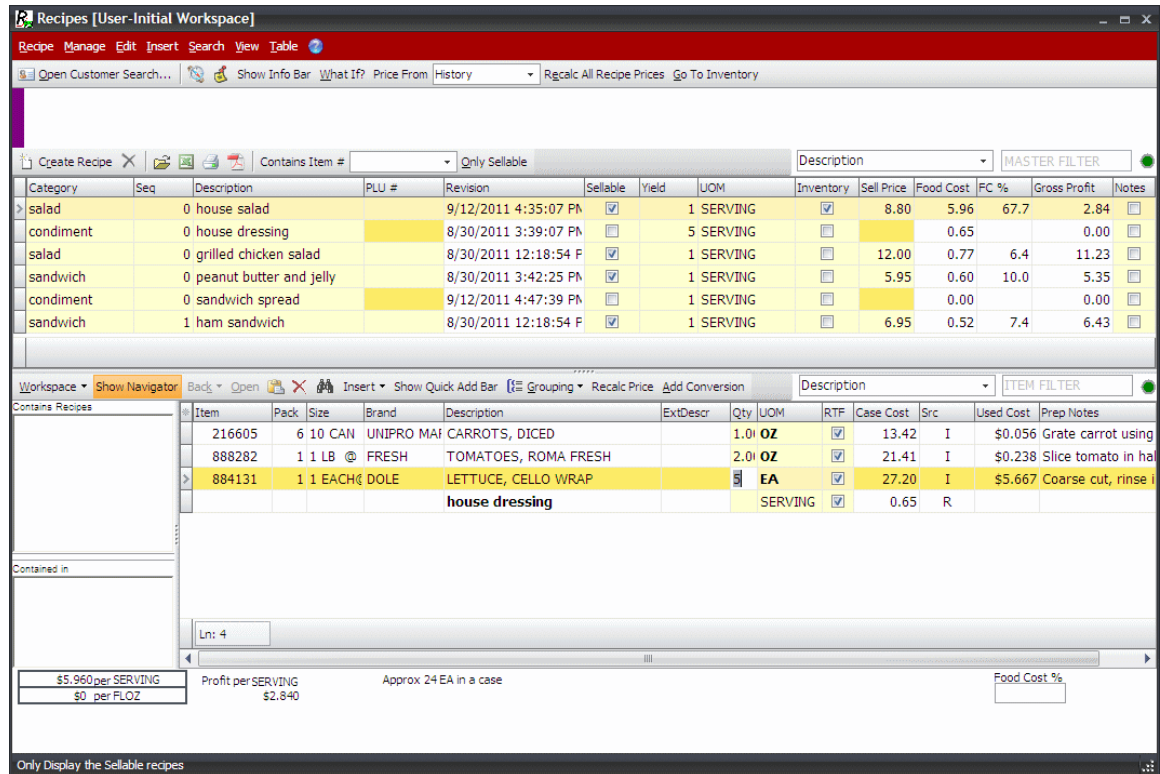
View Documents

Use this procedure to view documents and images assigned to selected recipe ingredient items.

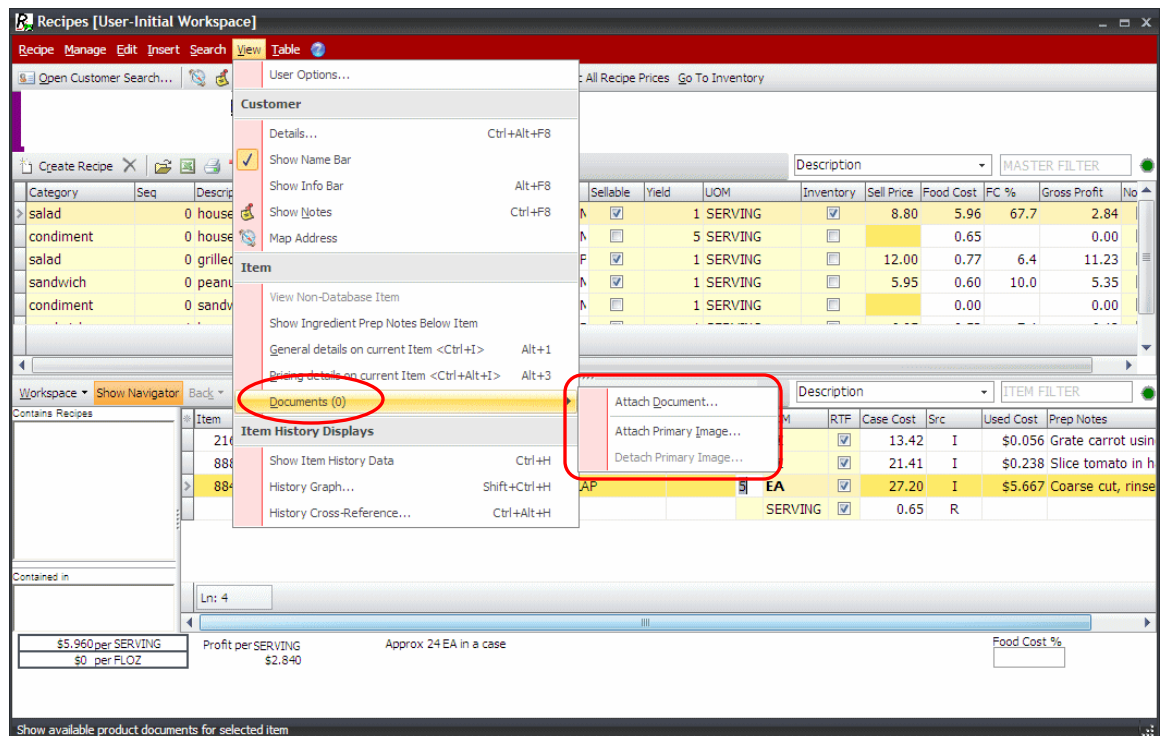


This procedure only applies if your Power Sell application is set up to use the Documents feature.

- This procedure begins on the Recipes window.



2. Select an item in the recipe ingredients list and select **View** and select Documents. The **Documents** sub-menu displays.



3. Use the **Documents** submenu options to manage documents and images for the currently selected item.

Use the **Attach Document** option to assign a document file to the selected item.

Use the **Attach Primary Image** option to assign an image file to the selected item.

If the selected item is assigned an image, use the **Detach Primary Image** option to delete the image file from the selected item.

4. For complete details about using the **Documents** menu options, see the “Add Pictures and Documents to Items” section in the *Power Sell Grid User Guide*.

Chapter 5

Cost and Pricing Options

This chapter contains information about Recipe Manager pricing options and changing a recipe's food cost percentage and sell price.

Pricing Options

Recipe pricing comes from Inventory Manager. Prices for your distributor's items and prices you manually assign to non-distributor items apply to recipe quantities.

Pricing is always based on ingredient item case cost displayed in the **Case Cost** column in the recipe ingredient list section on the Recipes window.

Note:

Sell price is the exception to this method. You enter sell price manually. You can also adjust a recipe's total food cost percentage to change the sell price. For more information, see the "Food Cost Percentage and Sell Price Changes" section on page 140.

The following rules apply to Recipe Manager pricing:

- Non-database items always use inventory prices because non-database item pricing is manually entered in the Inventory Manager module.
- Items without history always use inventory prices.

Pricing Source

This section contains information about changing the source used for pricing items. You can price items from:

- Inventory
- History
- Current

The **Src** column for each ingredient item indicates each item's pricing source.

Select a Pricing Option

Use this procedure to select the default source Recipe Manager uses to calculate recipe pricing.

1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. At the top, there is a menu bar with 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu bar is a toolbar with buttons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a list of recipes with columns for Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, and Gross Profit. The first recipe is '0 house salad' with a sell price of 8.80 and a food cost of 5.96. Below the recipe list, there is a section for 'house dressing' with its ingredients: 216605 (6 10 CAN UNIPRO MAI CARROTS, DICED), 888282 (1 1 LB @ FRESH TOMATOES, ROMA FRESH), and 884131 (1 1 EACH@ DOLE LETTUCE, CELLO WRAP). The bottom of the window shows summary statistics: '\$5.960 per SERVING', '\$0.00 per FLOZ', 'Profit per SERVING \$2.840', and 'Approx 240 OZ in a case'.

2. Select the **Price From** drop-down list.

This screenshot shows the same 'Recipes [User-Initial Workspace]' window, but with the 'Price From' dropdown menu open. The dropdown menu has three options: 'History', 'Current', and 'Inventory'. The 'Recalc Price' button in the toolbar is also circled in red. The rest of the interface, including the recipe list and ingredient details for 'house dressing', remains the same as in the previous screenshot.

3. Select **History**, **Current**, or **Inventory** in the **Price From** field.

Select **History** to indicate the Recipe Manager application reprices items using the price the customer last paid for an item.

Select **Current** to indicate the Recipe Manager application uses current item pricing as the item's price source.

Select **Inventory** to indicate the Recipe Manager application uses item pricing from Inventory Manager as the item's price source.

4. Click **Recalc Price**. The Calculating recipe costs box displays pricing update progress.
5. Recipe Manager recalculates prices using the selected pricing option.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	No
salad	0	house salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>		5 SERVING	<input checked="" type="checkbox"/>		0.65		0.00	
salad	0	grilled chicken salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	12.00	0.77	6.4	11.23	
sandwich	0	peanut butter and jelly		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	5.95	0.60	10.0	5.35	
condiment	0	sandwich spread		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>		0.00		0.00	

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
216605	6 10 CAN		UNIPRO MAI	CARROTS, DICED		1.0	OZ	<input checked="" type="checkbox"/>	23.47	C	\$0.098	Grate carrot usin
888282	1 1 LB @		FRESH	TOMATOES, ROMA FRESH		2.0	OZ	<input checked="" type="checkbox"/>	0.85	C	\$0.009	Slice tomato in h
884131	1 1 EACH		DOLE	LETTUCE, CELLO WRAP		5.0	EA	<input checked="" type="checkbox"/>	0.88	C	\$0.183	Coarse cut, rinse
				house dressing			SERVING	<input checked="" type="checkbox"/>	0.65	R		

Ln: 4

\$5.960 per SERVING Profit per SERVING Approx 240 OZ in a case Food Cost %
 \$0 per FLOZ \$2.840

6. The **Src** column displays a price source indicator:
 - C=price based on current item pricing.
 - H=price based the item's price from the item price history file.
 - I=price based on the item's price from Inventory Manager.
 - R=price is the price defined in Recipe Manager.
7. Apply the pricing using a re-calculate procedure from the next section.

Re-Calculate Pricing

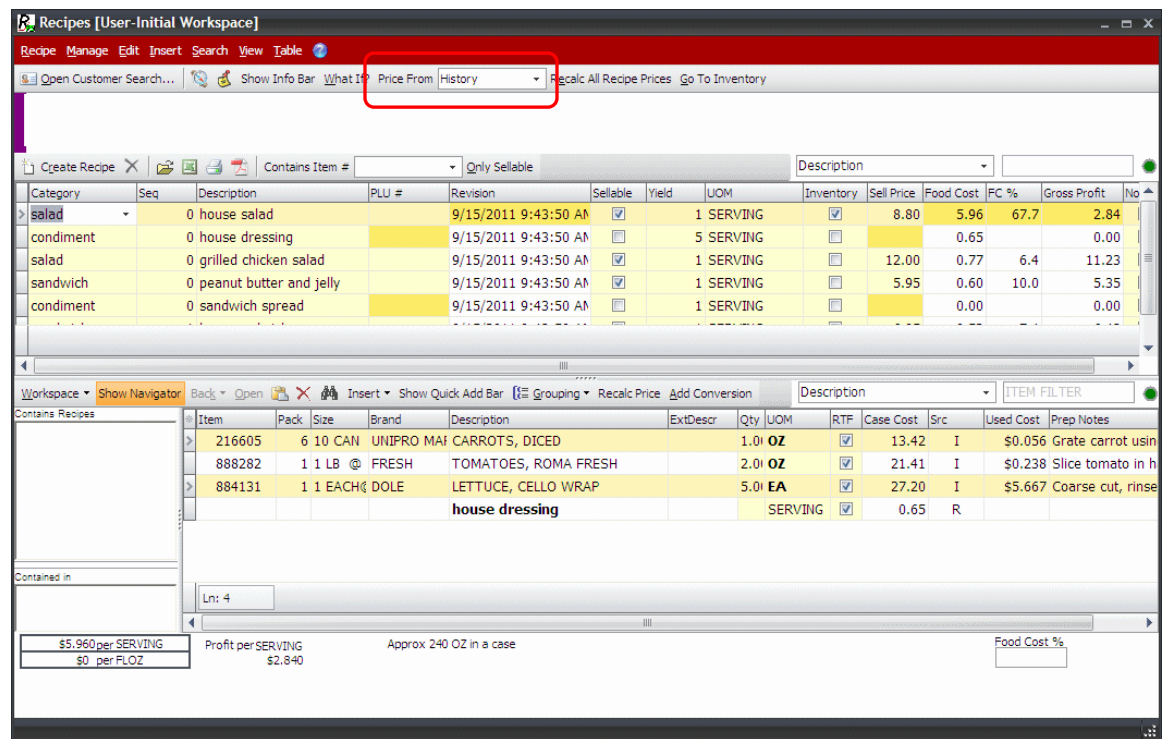
This section contains procedure for recalculating pricing for a selected recipe, a selected ingredient item, or all recipes and ingredient items.

Recalculate Pricing for All Recipes

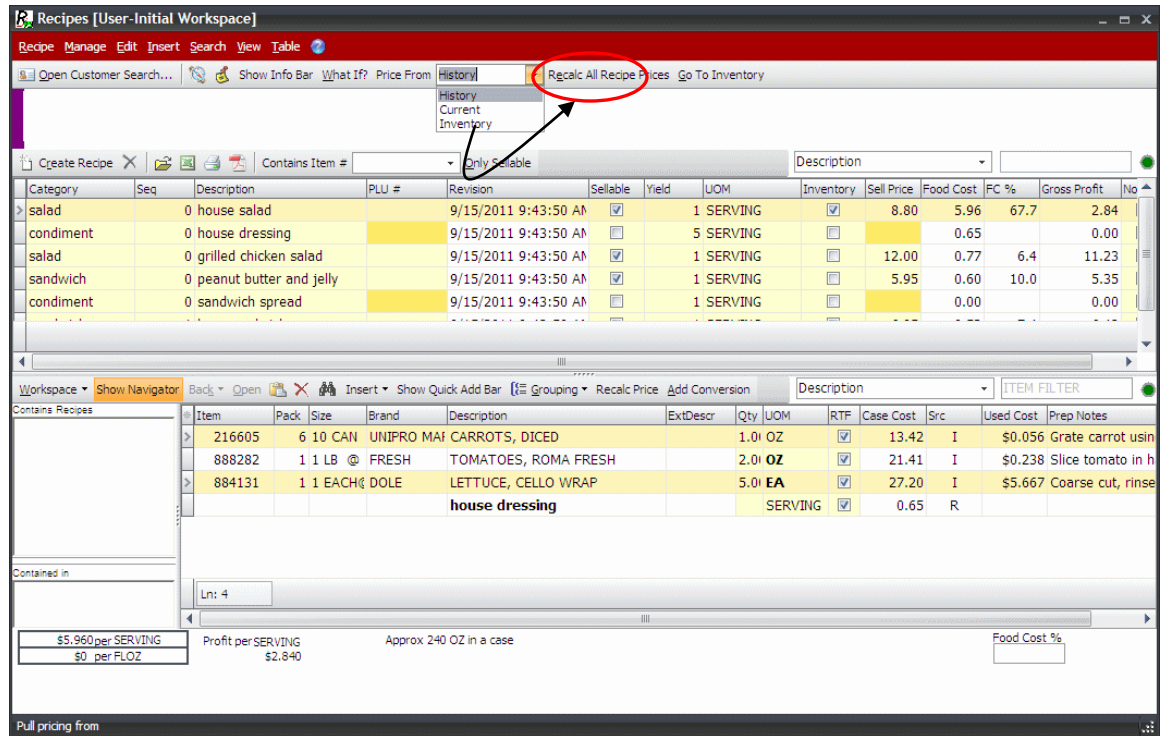
Use this procedure after you select a **Price From** option to update pricing for all recipes. For details about the Price From options, see the previous section.

To update pricing for a specific ingredient(s) in a recipe, use the next procedure, "Recalculate Pricing for a Specific Ingredient Item" below.

1. This procedure begins on the Recipes window.



2. Select the a pricing option from the **Price From** drop-down list.



3. Click **Recalc All Recipe Prices**.

—OR—

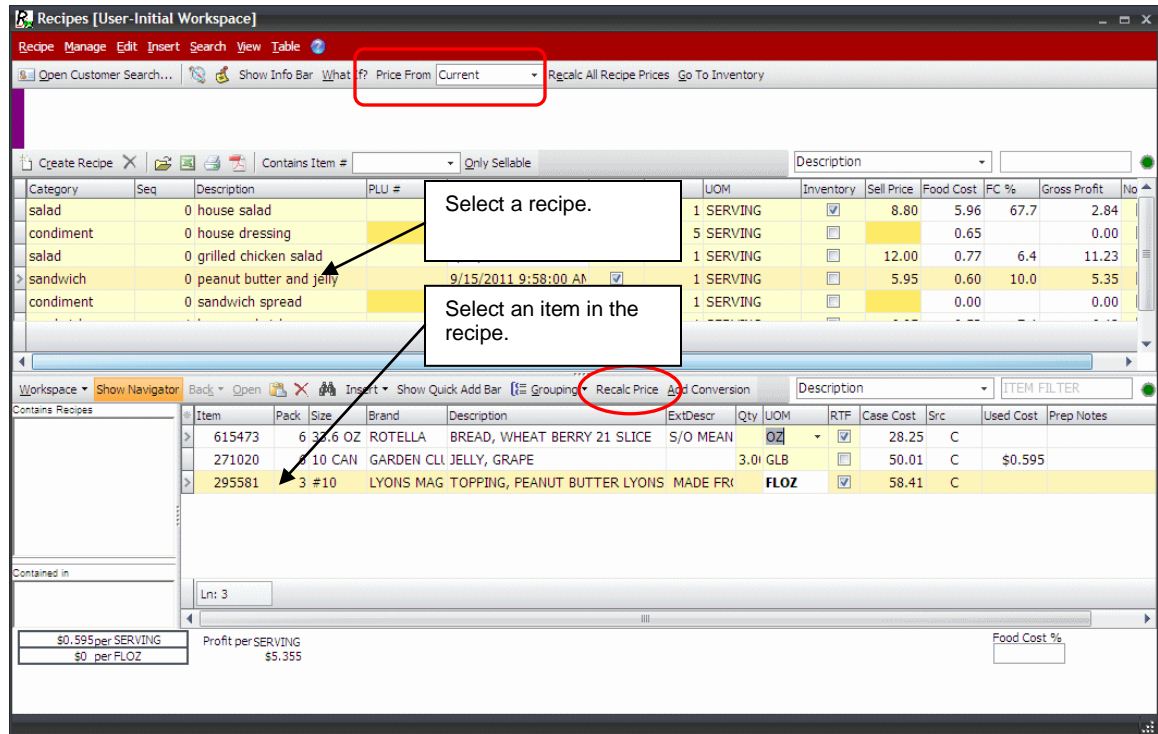
Click **Manage** and click **Recalc All Recipe Prices**.

4. Recipe Manager recalculates prices using the selected pricing option.

Recalculate Pricing for a Specific Ingredient Item

Use this procedure to recalculate pricing for a selected ingredient item.

1. This procedure begins on the Recipes window.

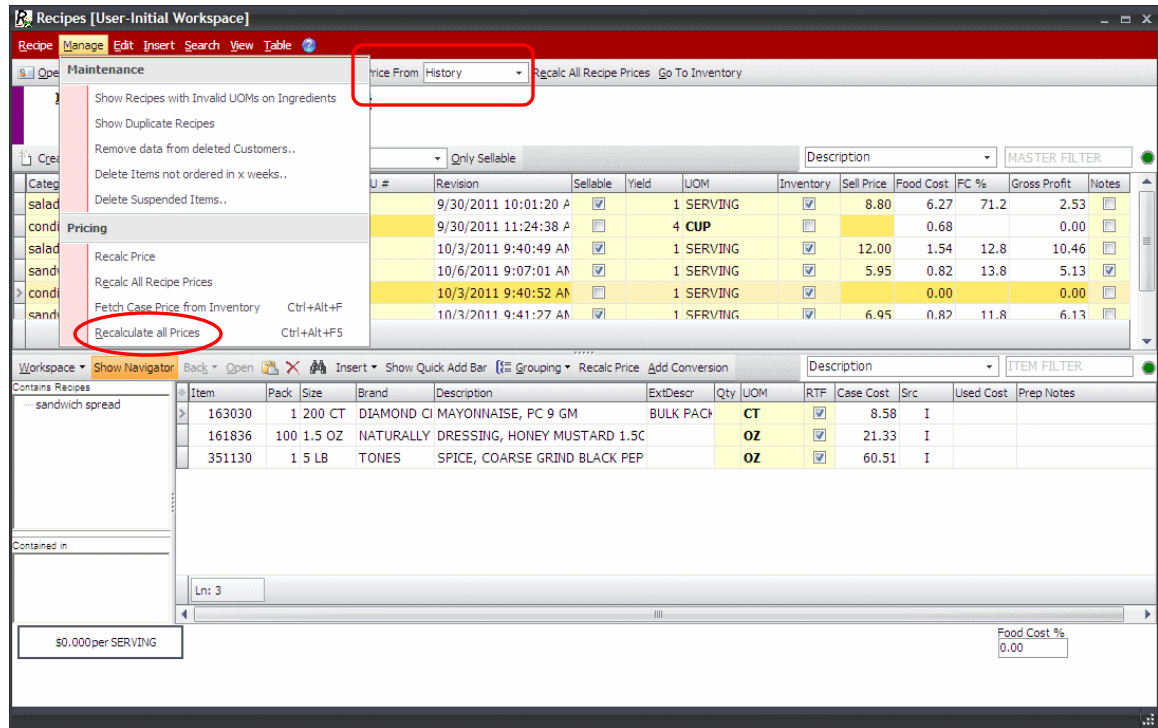


2. Select a recipe and select the ingredient item to reprice.
3. Click **Recalc Price** on the grid toolbar in the bottom section of the Recipes window.
- OR—
- Click **Manage** and select **Recalc Price**.
5. Recipe Manager recalculates the item's price using the selected pricing option.

Recalculate All Recipe and All Ingredient Item Pricing

Use this procedure to reprice all recipes and ingredient items in Recipe Manager.

1. This procedure begins on the Recipes window.



2. Click **Manage** and select **Recalculate all Prices**.
3. Recipe Manager recalculates pricing for all recipes and all items in Recipe Manager.

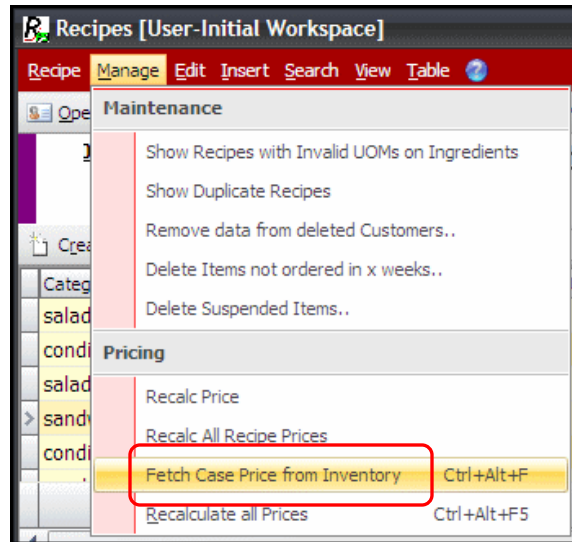
Updated Case Cost from Inventory

Refer to this procedure to update an item's case cost from inventory.

1. To reprice a selected item from inventory, select the ingredient item and press CTRL+ALT+F.

—OR—

Select the ingredient item and click **Manage** and click **Fetch Case Price From Inventory**.



2. The value in the **Case Cost** field indicates the selected item's case cost. Recipe Manager recalculates the selected item's cost and updates the recipe's food cost, food cost percentage, and cost per serving.

Food Cost Percentage and Sell Price Changes

Recipe Manager calculates sell price and food cost percentage for each sellable recipe. A sellable recipe is a recipe you sell to a customer. You can change a recipe's total food cost percentage and then recalculate the recipe's new sell price.

Note:

Sell price is the price you intend to charge the customer for the food product created by a sellable recipe. Food cost percentage is the percentage of the recipe's sell price spent on ingredients.

Adjust a Recipe's Food Cost Percentage and Sell Price

Use this procedure to change a recipe's total food cost percentage and recalculate the recipe's new sell price.

1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The main table lists recipes with columns for Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The 'FC %' column shows values like 71.2, 0.68, 12.8, 13.8, 0.00, and 11.8. A callout box with the text 'The recipe's total food cost percentage displays in the Food Cost % field.' points to the 'Food Cost %' field in the bottom right corner, which is highlighted in red and shows the value '71.20'.

2. The Recipes window displays for the selected customer. Select a recipe.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. It features a menu bar (Recipe, Manage, Edit, Insert, Search, View, Table) and a toolbar with buttons like 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'History', 'Recalc All Recipe Prices', and 'Go To Inventory'. Below the toolbar is a search bar and a 'Contains Item #' dropdown. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The table lists several recipes including 'house salad', 'house dressing', 'grilled chicken salad', 'peanut butter and jelly', 'sandwich spread', and 'ham sandwich'. Below the recipe list is a 'Workspace' section with a 'Show Navigator' button and a 'Back' button. It also includes a 'Show Quick Add Bar' and a 'Grouping' dropdown. The 'Description' field is set to 'house dressing'. The 'ITEM FILTER' dropdown is also visible. At the bottom, there is a 'Ln: 5' field and a 'Food Cost %' field with the value '68.00' highlighted by a red box.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	4	house salad		9/30/2011 10:01:20 A	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	9.21	6.27	68.0	2.95	
condiment	2	house dressing		9/30/2011 11:24:38 A	<input checked="" type="checkbox"/>	4 CUP		<input checked="" type="checkbox"/>		0.68		0.00	
salad	3	grilled chicken salad		10/3/2011 9:40:49 AM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	12.00	1.54	12.8	10.46	
sandwich	5	peanut butter and jelly		10/6/2011 9:07:01 AM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	5.95	0.82	13.8	5.13	
condiment	6	sandwich spread		10/3/2011 9:40:52 AM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>		0.00		0.00	
sandwich	1	ham sandwich		10/3/2011 9:41:27 AM	<input checked="" type="checkbox"/>		1 SERVING	<input checked="" type="checkbox"/>	6.95	0.82	11.8	6.13	

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTP	Case Cost	Src	Used Cost	Prep Notes
216605	6	10 CAN	UNIPRO MA	CARROTS, DICED		1.0	OZ	<input checked="" type="checkbox"/>	13.42	I	\$0.056	Grate carrot using #5
888282	1	1 LB @	FRESH	TOMATOES, ROMA FRESH		2.0	OZ	<input checked="" type="checkbox"/>	21.41	I	\$0.238	Slice tomato in half lengthwise
884131	1	1 EACH	DOLE	LETTUCE, CELLO WRAP		5.0	EA	<input checked="" type="checkbox"/>	27.20	I	\$5.667	Coarse cut, rinse in cold water
				house dressing			EA	<input checked="" type="checkbox"/>	0.68	R		
769370	2	5 LB	HORMEL	BACON, TOPPING APPLEWOOD	S/O BENTL	1.0	SLC	<input checked="" type="checkbox"/>	43.94	I	\$0.305	

Ln: 5

\$6.266 per SERVING

Approx 240 OZ in a case

Food Cost %
68.00

3. Type the recipe's new food cost percentage in the **Food Cost %** field on the bottom of the Recipes window and press ENTER.
4. To apply the new food cost percentage and update the recipe's sell price, press ALT+E.
—OR—
Click **Recalc All**.
5. The Calculating recipe costs box displays update progress.
6. The recipe's new food cost percentage is applied and the sell price is updated.

Note:

To retain the ability to return to the original recipe if necessary while making extensive recipe changes, use Recipe Manager's What If feature. For information, see the *Use the What If? Mode* section on page 143.

Chapter 6

Test Recipe Changes

This chapter contains procedures for using the test recipe feature to allows you to experiment with different ingredients, change an ingredient's brand, use different units of measure, or change a recipe's sell price and see how the change affects the food cost percentage.

Use the test recipe mode, called What If?, to test a recipe's changes before you permanently change the recipe.

Use the What If? Mode

The What If? mode looks exactly like the Recipes window. When you use the What If? mode, all your recipes are included. You can create recipes, delete ingredient items from recipes, and add new ingredient items to recipes. When you finish, you can discard the changes or save them.

The What If? mode allows you to:

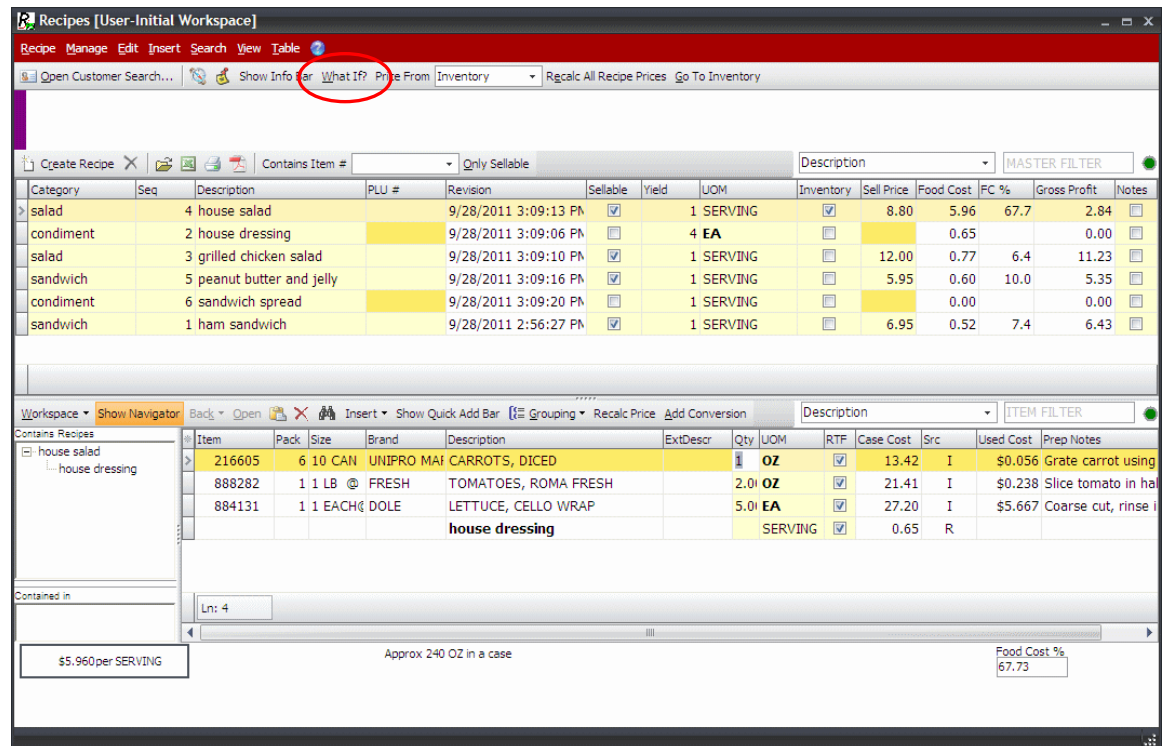
- Change an ingredient item's case cost to reflect an expected price increase or decrease and evaluate the resulting food cost percentage change.
- Substitute items.
- Change recipe portions.
- Calculate a new sell price to keep the same food cost percentage after you adjust food costs.

Test Recipe Changes with the What If? Mode

Use this procedure to experiment with recipe changes.

Running What If Mode

1. This procedure begins on the Recipes window.

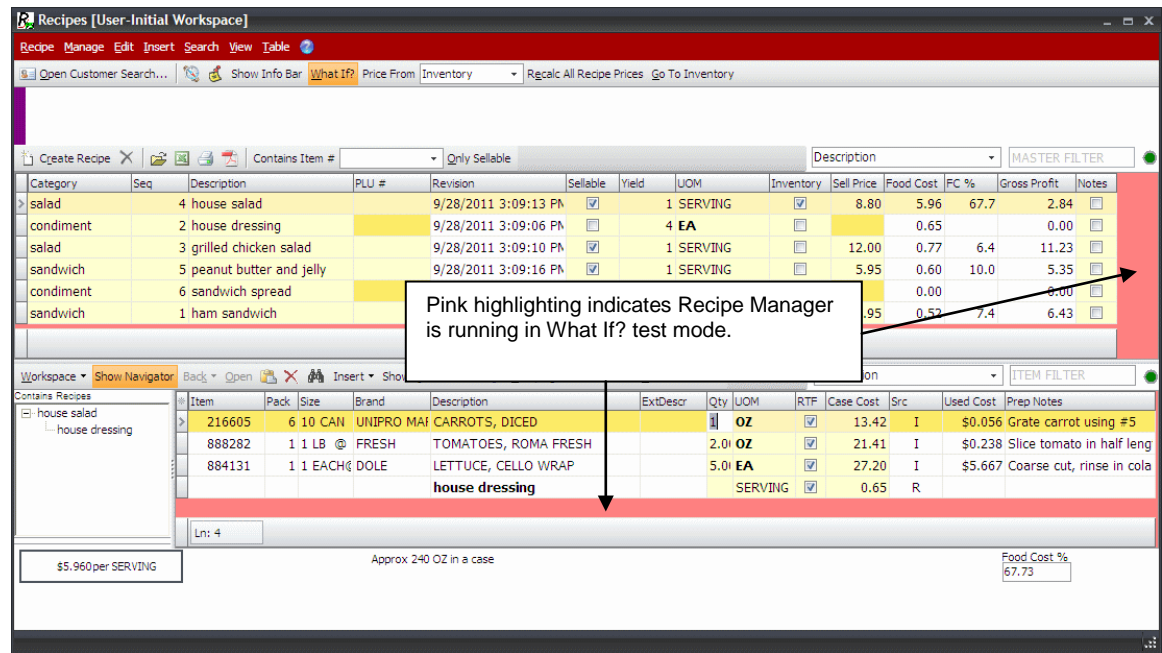


2. Press ALT+W.

—OR—

Click **What If?**

3. A progress box displays during the data file backup process to ensure data is not lost during the What If? test mode.

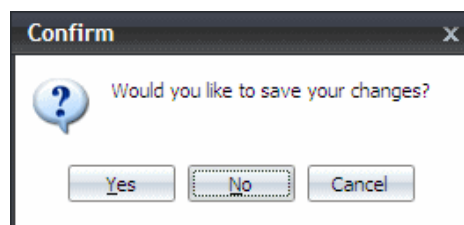


4. The Recipe Manager What If? window displays.
5. Make recipe changes in What If? mode. Use standard Recipe Manager procedures to add items, change recipe values, and update pricing. You can change ingredient item case cost, substitute ingredient items, change ingredient item quantities, and/or adjust food costs.

Note:

Inventory Manager changes are included in the What If? mode.

6. To exit the What If? mode, click **What If?**



7. The Confirm box displays.

If you do not want to implement the recipe changes you created in What if mode, click **No**.

—OR—

To implement and save recipe changes you created in What if mode, click Yes.

Caution:

If you click **Yes** on the Confirm box, all changes on the Recipe Manager What If? mode window overwrite your existing recipes.

8. The What If? mode closes and the Recipes window displays.

Chapter 7

Print and Save Recipes

This chapter contains information about printing, exporting, importing, and saving recipes.

Print Recipes

This section contains information about printing preparation recipes to use in the kitchen and printing recipes to evaluate food costs and pricing data.

Print and View Recipes for the Kitchen

Use the procedures in this section to print preparation recipes and view recipe preparation information.

Print Recipe Preparation for the Kitchen

Use this procedure to print recipes and preparation instructions to use when preparing food in the kitchen.

1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with buttons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'Inventory', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area displays a table of recipes with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The table lists several recipes including 'house salad', 'house dressing', 'grilled chicken salad', 'peanut butter and jelly', 'sandwich spread', and 'ham sandwich'. Below the recipe table is a 'Workspace' section with a 'Show Navigator' button and a 'Contains Recipes' list. The 'Contains Recipes' list shows ingredients for 'house dressing' with columns: Item, Pack, Size, Brand, Description, ExtDescr, Qty, UOM, RTF, Case Cost, Src, Used Cost, and Prep Notes. The ingredients listed are 'CARROTS, DICED', 'TOMATOES, ROMA FRESH', 'LETTUCE, CELLO WRAP', and 'house dressing'. At the bottom of the window, there is a summary section showing '\$5.960 per SERVING', '\$0.000 per FLOZ', 'Profit per SERVING \$2.840', and 'Food Cost %'.

Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	5	SERVING	<input checked="" type="checkbox"/>		0.65		0.00	
salad	0	grilled chicken salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	12.00	0.77	6.4	11.23	
sandwich	0	peanut butter and jelly		9/15/2011 9:58:00 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	5.95	0.60	10.0	5.35	
condiment	0	sandwich spread		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>		0.00		0.00	
sandwich	1	ham sandwich		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	6.95	0.52	7.4	6.43	

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
216605	6	10 CAN	UNIPRO MA	CARROTS, DICED		1.0	OZ	<input checked="" type="checkbox"/>	23.47	C	\$0.098	Grate carrot using #5
888282	1	1 LB @	FRESH	TOMATOES, ROMA FRESH		2.0	OZ	<input checked="" type="checkbox"/>	0.85	C	\$0.009	Slice tomato in half le
884131	1	1 EACH	DOLE	LETTUCE, CELLO WRAP		5.0	EA	<input checked="" type="checkbox"/>	0.88	C	\$0.183	Coarse cut, rinse in c
				house dressing		0	SERVING	<input checked="" type="checkbox"/>	0.65	R		

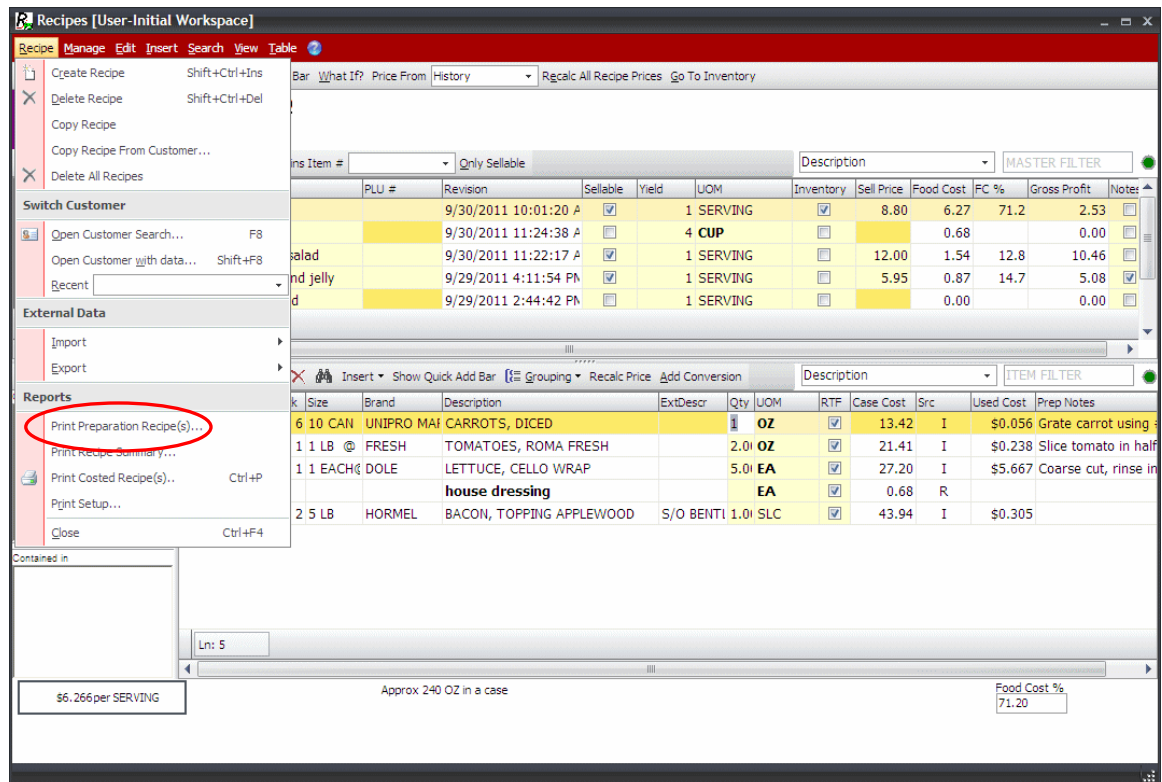
Ln: 4

\$5.960 per SERVING
\$0.000 per FLOZ

Profit per SERVING \$2.840

Food Cost %

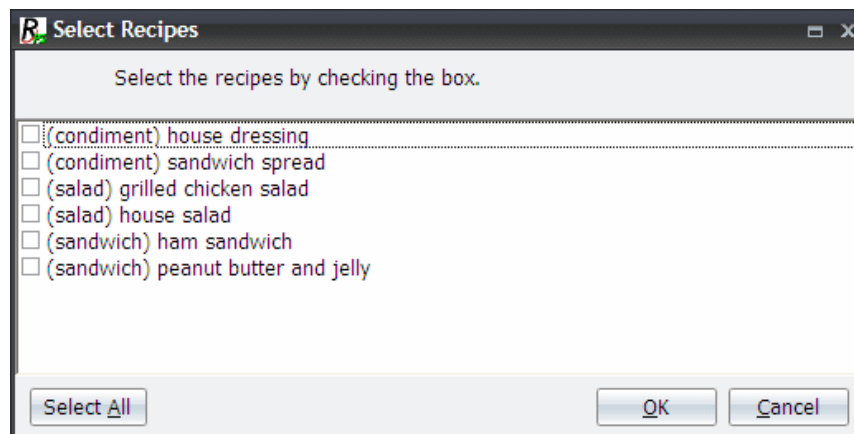
2. Click **Recipe**.



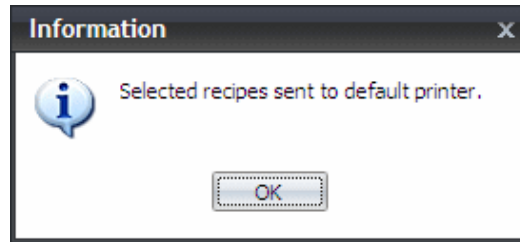
3. Click **Print Preparation Recipes**. The Select Recipes box displays. To print all recipes, press ALT+A or click **Select All**.

—OR—

Select the check box next to each recipe to print and click **OK**.



4. The Information box displays. Click **OK** to close the Information box.



5. Use the procedure in the following section to view and understand recipe preparation information.

View Recipe Preparation Information

Use this procedure to view and use recipe preparation information in the kitchen.

1. This procedure begins after you print recipe preparation.

Grilled Ham & Cheese Sandwich

Category: Sandwiches
 Sellable: Yes - Inventoried: No - Yields: 1 SERVING
 Revision Date: Jul 15, 2008

Ingredients:

- 3 OZ: B/BOY SOUR DOUGH BREAD SLICED/BAGGED:
- 0.5 OZ: SHEDD'S WHIPPED MARGARINE: Keep at room temperature
- 8 OZ: DELI-SLICE HAM .5 OZ SLICE: Remove any rinds
- 3 OZ: NIFDA MONTEREY JACK CHEESE:

Prep Notes:
 Spread margarine on one side of each slice of bread. Place the ham and the cheese on top of the unbuttered side of one slice of bread. Top with the second slice of bread with the buttered side facing outward.

Fry each side on a preheated grill at 400 degrees until golden brown.

2. The printed preparation recipe contains the following information:

Field	Description
Recipe Name	Displays the name assigned to the recipe.
Category	Displays the group assigned to the recipe.
Sellable	Indicates whether the recipe is sold as an item. Values are yes and no.
Inventoried	Indicates whether Inventory Manager tracks the recipe item. Values are yes and no.
Yields	Displays the number of servings the recipe makes.
Revision Date	Displays the date of the most recent recipe change.
Ingredients	Lists each ingredient quantity, ingredient name, and ingredient notes.
Prep Notes	Describes how to combine the ingredients to prepare the food product.

Print Recipe Summary

The Recipe Summary report lists each recipe for a selected customer and includes the details from the top section of the Recipes window grid.

Recipe Summary Report

Use this procedure to print recipes and preparation instructions to use when preparing food in the kitchen.

1. This procedure begins on the Recipes window.

The screenshot shows the 'Recipes [User-Initial Workspace]' window. The top menu bar includes 'Recipe', 'Manage', 'Edit', 'Insert', 'Search', 'View', and 'Table'. Below the menu is a toolbar with buttons for 'Open Customer Search...', 'Show Info Bar', 'What If?', 'Price From', 'Inventory', 'Recalc All Recipe Prices', and 'Go To Inventory'. The main area contains a table with columns: Category, Seq, Description, PLU #, Revision, Sellable, Yield, UOM, Inventory, Sell Price, Food Cost, FC %, Gross Profit, and Notes. The table lists several recipes, including 'house salad', 'house dressing', 'grilled chicken salad', 'peanut butter and jelly', 'sandwich spread', and 'ham sandwich'. Below the main table is a 'Workspace' section with a 'Show Navigator' button and a 'Back' button. It also includes a 'Contains Recipes' section with a list of items and their quantities. At the bottom, there is a summary section showing 'Profit per SERVING' as \$2.840 and 'Food Cost %' as 67.7%.

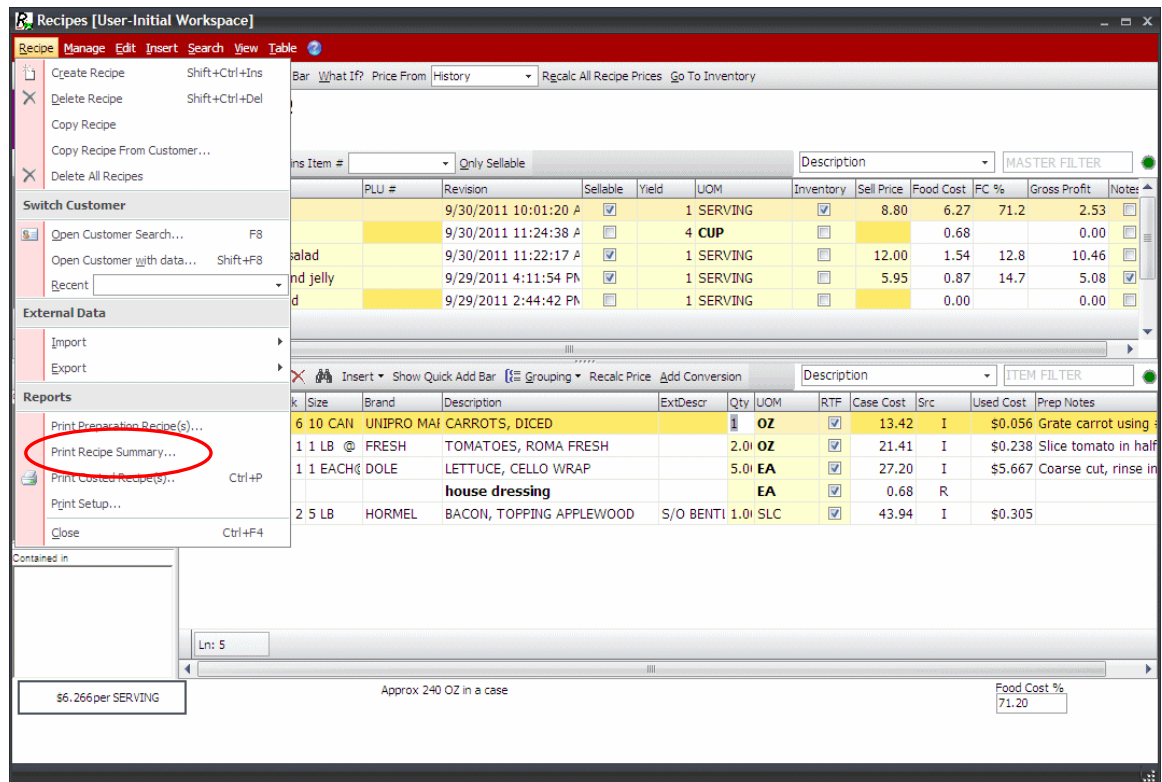
Category	Seq	Description	PLU #	Revision	Sellable	Yield	UOM	Inventory	Sell Price	Food Cost	FC %	Gross Profit	Notes
salad	0	house salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	8.80	5.96	67.7	2.84	
condiment	0	house dressing		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	5	SERVING	<input checked="" type="checkbox"/>		0.65		0.00	
salad	0	grilled chicken salad		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	12.00	0.77	6.4	11.23	
sandwich	0	peanut butter and jelly		9/15/2011 9:58:00 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	5.95	0.60	10.0	5.35	
condiment	0	sandwich spread		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>		0.00		0.00	
sandwich	1	ham sandwich		9/15/2011 9:43:50 AM	<input checked="" type="checkbox"/>	1	SERVING	<input checked="" type="checkbox"/>	6.95	0.52	7.4	6.43	

Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
216605	6	10 CAN	UNIPRO MAI	CARROTS, DICED		1.0	OZ	<input checked="" type="checkbox"/>	23.47	C	\$0.098	Grate carrot using #5
888282	1	1 LB @	FRESH	TOMATOES, ROMA FRESH		2.0	OZ	<input checked="" type="checkbox"/>	0.85	C	\$0.009	Slice tomato in half le
884131	1	1 EACH@	DOLE	LETTUCE, CELLO WRAP		5.0	EA	<input checked="" type="checkbox"/>	0.88	C	\$0.183	Coarse cut, rinse in c
				house dressing		0	SERVING	<input checked="" type="checkbox"/>	0.65	R		

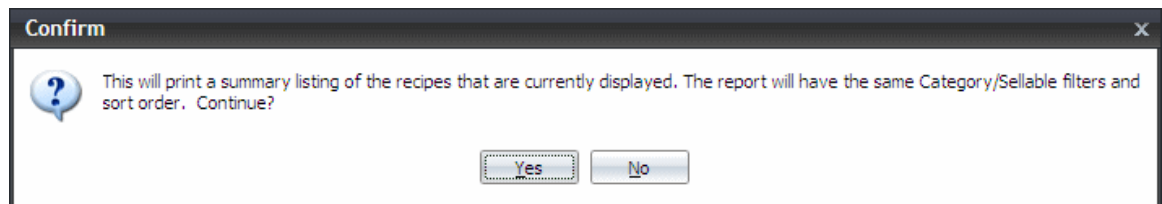
Ln: 4

\$5.960 per SERVING Profit per SERVING Food Cost %
\$0 per FLOZ \$2.840

2. Click **Recipe**.



3. Click **Print Recipe Summary**. A confirmation box displays.



4. Click **Yes**. The Recipe Summary Report Preview window displays.

Report Preview : RECIPE SUMMARY

ThumbNails Search Results

RECIPE SUMMARY

Customer: Ship To:

Category	Description	Revision	Sellable	Inventory	Yield UOM	Sell Price	Food Cost	Gross Profit	FC %
salad	house salad	9/30/2011	Y	Y	1.00 SERVING	8.80	6.27	2.53	71.20
condiment	house dressing	9/30/2011			4.00 CUP		0.68		
salad	grilled chicken salad	9/30/2011	Y		1.00 SERVING	12.00	1.54	10.46	12.80
sandwich	peanut butter and jelly	9/29/2011	Y		1.00 SERVING	5.95	0.87	5.08	14.68
condiment	sandwich spread	9/29/2011			1.00 SERVING				
sandwich	ham sandwich	9/29/2011	Y		1.00 SERVING	6.95	0.82	6.13	11.81

View Recipe Summary Information

Use this procedure to view recipe summary information.

1. This procedure begins after you print a recipe summary report.

RECIPE SUMMARY

Retalix Foods
1234 Main St
Plano TX 75055
469-241-8400

Customer: 40610
Customer #40610
NORTHERN STATE UNIVERSITY
1200 SOUTH JAY

Category	Description	Revised	Sellable	Inventory	Yield	UOM	Sell Price	FC\$	Gross Profit	FC%
Salads	Caesar Salad	7/17/08	Y		1	SERVING	\$1.95	\$0.46	\$1.49	23.5
Salads	Garden Salad	7/17/08	Y		1	SERVING	\$1.95	\$0.49	\$1.46	25.3
Salads	Pasta Salad	7/17/08	Y		1	SERVING	\$1.95	\$0.62	\$1.33	31.6
Salads	Three Bean Salad	7/17/08	Y		1	SERVING	\$1.95	\$0.51	\$1.44	25.9
Sandwiches	Turkey & Swiss Sandwich	7/14/08	Y		1	SERVING	\$6.50	\$1.47	\$5.03	22.6
Sandwiches	Ham & Swiss Sandwich	7/14/08	Y		1	SERVING	\$5.95	\$3.09	\$2.86	51.9
Sandwiches	Grilled Ham & Cheese Sandwich	7/15/08	Y		1	SERVING	\$5.19	\$3.16	\$2.03	61.0
Sandwiches	Roast Beef Sandwich	7/15/08	Y		1	SERVING	\$5.99	\$4.07	\$1.92	67.9
Soups	New England Clam Chowder	7/17/08	Y		1	SERVING	\$2.75	\$0.79	\$1.96	28.8
Soups	Tomato Soup	7/17/08	Y		1	SERVING	\$2.25	\$0.40	\$1.85	17.9
Soups	Baked Potato Soup	7/17/08	Y		1	SERVING	\$2.75	\$0.74	\$2.01	26.8

2. The recipe summary contains the following information:

Field	Description
Recipe Summary	Displays the report title.
Company name and address	Displays your company's name and address.
Customer Number	Displays the customer number.

Customer Name and Address	Displays the customer's name and address.
Category	Displays the recipe's type.
Description	Displays the recipe's name.
Revised	Displays the most recent date the recipe was revised.
Sellable	Indicates whether the recipe is a sellable item. Values are yes and no.
Inventory Yield	Displays the unit of measure quantity the recipe makes.
UOM	Displays the recipe's unit of measure.
Sell Price	Displays the recipe's sell price.
FC\$	Displays the recipe's total ingredient cost amount.
Gross Profit	Displays the recipe's gross profit amount.
FC%	Displays the recipe's total food cost percentage.

Print and View Costed Recipes

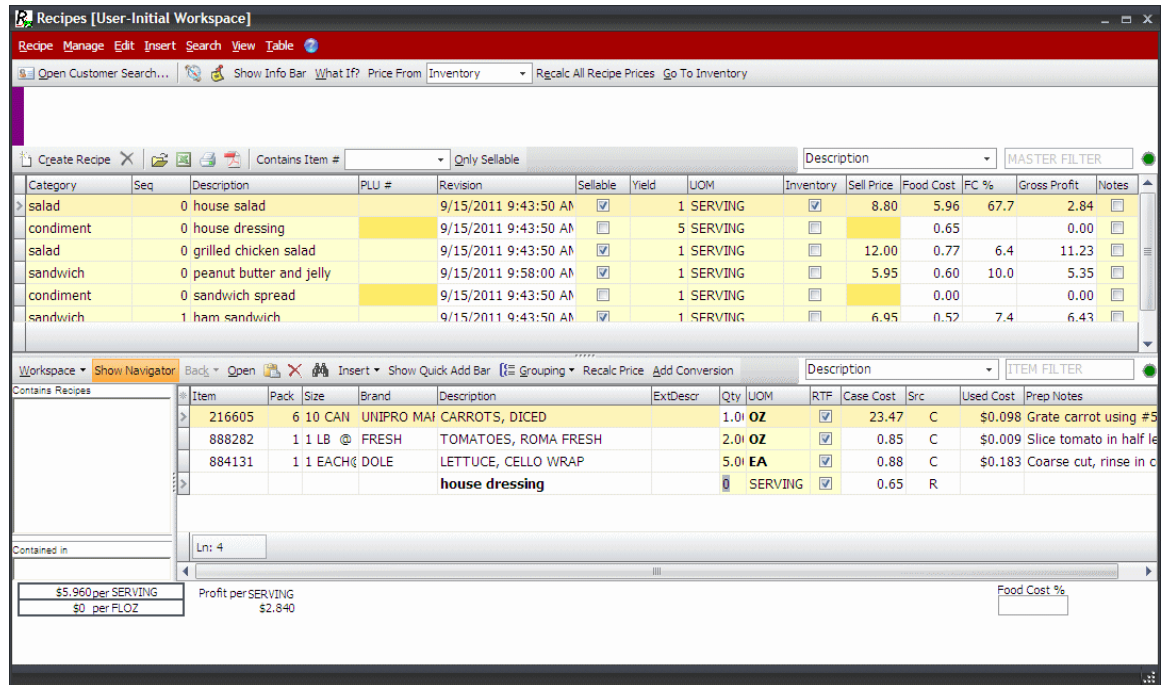
Costed recipes are recipes that include food pricing. Printing costed recipes creates a report typically used by the owner of your company or by a supervisor to evaluate food costs.

Use the procedures in this section to print costed recipes and view costed recipe information.

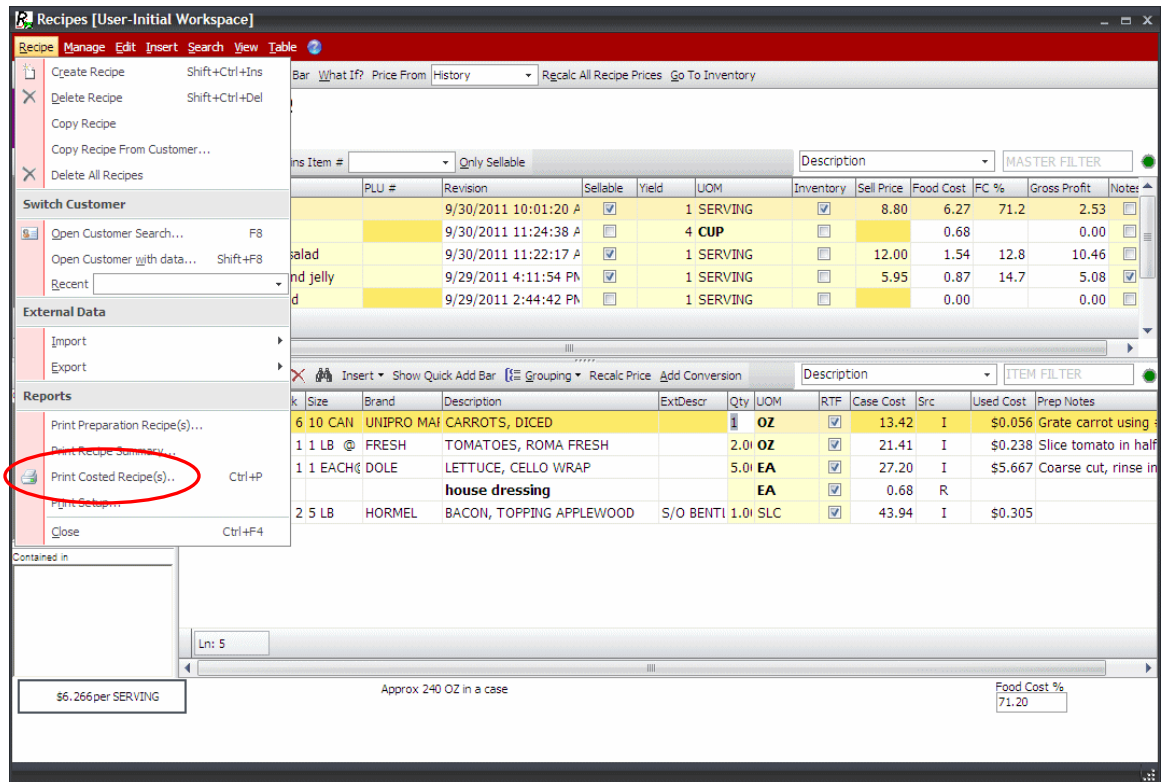
Print Costed Recipes

Use this procedure to print costed recipes.

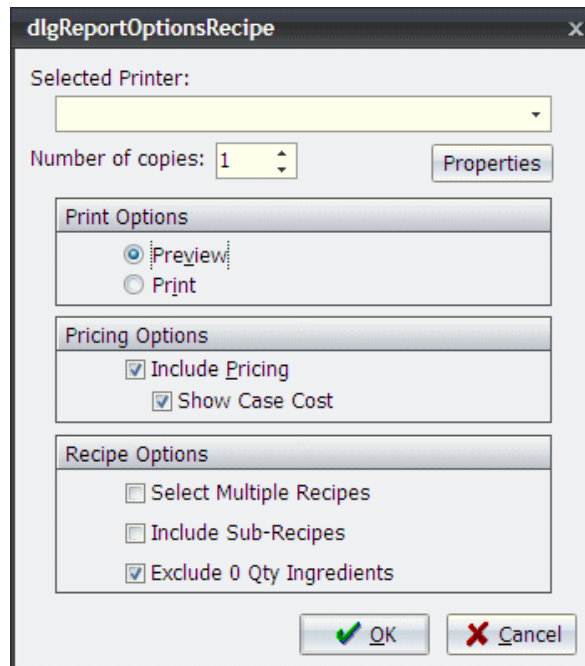
1. This procedure begins on the Recipes window.



2. Click **Recipe** and click **Print Costed Recipes**.



3. The Print Options box displays.



4. Select a printer from the **Selected Printed** drop-down list.
5. Enter the number of copies of the report to print in the **Number of copies** box.
6. Use the **Print Options** to indicate whether to preview the report before you print it.

Select **Preview** to display the report in the Report Preview window.

—OR—

Select **Print** to send the report to the selected printer.

7. Select **Pricing Options** to indicate whether to display pricing information on the report.

Select the **Include Pricing** check box to include the cost source of each ingredient item on the report. If you provide this recipe information to customers, clear the **Include Pricing** check box to prevent pricing from displaying on the report.

Select the **Show Case Cost** check box Select this option to include case cost for each ingredient item on the report. If you do not select **Show Pricing Info**, you cannot select **Show Case Cost**. If you deliver the recipe information to customers, clear the **Show Case Cost** check box to prevent pricing from displaying on the report.

8. Select Recipe Options to indicate the recipe details to include on the report:

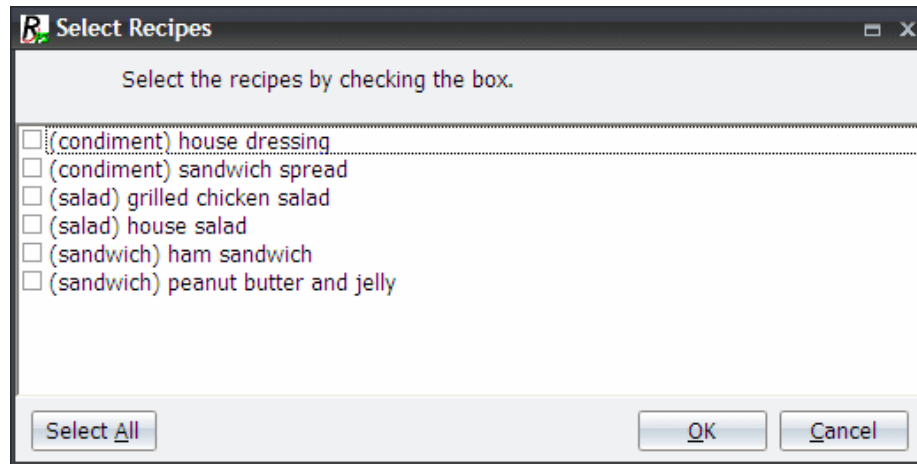
Select the **Select Multiple Recipes** check box to indicate whether to print all the recipes for the selected customer. If you select this check box, the or more than one of the recipes.

Select the **Include Sub-Recipes** check box to include sub-recipes in the report.

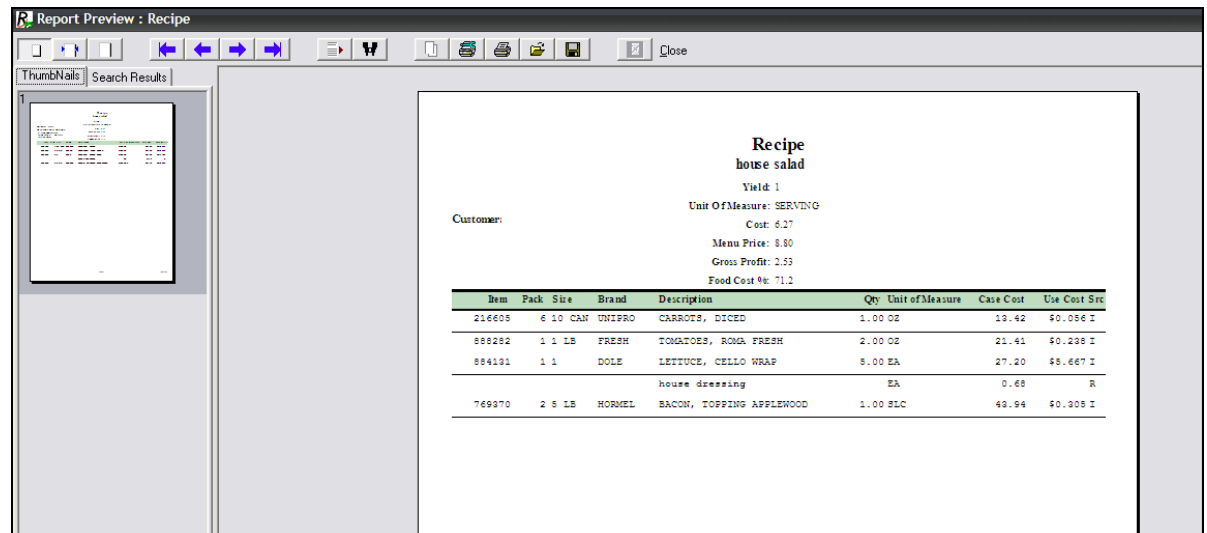
Select the **Exclude 0 Qty Ingredients** check box to exclude ingredients without quantity from displaying on the report.

9. Click **OK**.

If you selected the **Select Multiple Recipes** check box on the Print Options box, the Select Recipes box displays.



10. If you did not select the **Select Multiple Recipes** check box on the Print Options box, the Report Preview box displays. Click **Print** to print the selected recipe on your default printer.



11. To print all recipes, press ALT+A or click **Select All**.

—OR—

Select the check box next to each recipe to print.

12. Click **OK**.

13. The selected recipes print on your default printer.

Note:

The Report Preview box does not display if you select the Select Multiple Recipes check box on the Print Options box.

14. Use the procedure in the following section to view and understand costed recipe information.

View Costed Recipe Information

Use this procedure to view and use costed recipe information.

1. This procedure begins after you print costed recipes for review.

Recipe								
house salad								
Yield: 1								
Unit Of Measure: SERVING								
Cost: 6.27								
Menu Price: 8.80								
Gross Profit: 2.53								
Food Cost %: 71.2								
Item	Pack	Size	Brand	Description	Qty	Unit of Measure	Case Cost	Use Cost Src
216605	6 10	CAN	UNIPRO	CARROTS, DICED	1.00	OZ	13.42	\$0.056 I
888282	1 1	LB	FRESH	TOMATOES, ROMA FRESH	2.00	OZ	21.41	\$0.238 I
884131	1 1		DOLE	LETTUCE, CELLO WRAP	5.00	EA	27.20	\$5.667 I
				house dressing		EA	0.68	R
769370	2 5	LB	HORMEL	BACON, TOPPING APPLEWOOD	1.00	SLC	43.94	\$0.305 I

2. The printed costed recipe contains the following information:

Field	Description
Recipe Name	Displays the name assigned to the recipe.
Customer	Displays the customer's name.
Customer Number	Displays the customer number.
Customer Address	Displays the customer's address.
Yield	Displays the number of servings the recipe makes.
Unit of Measure	Displays the recipe's unit of measure.
Cost	Displays the recipe's total ingredient cost. This field displays only if you selected Show Pricing Info on the Print Options box.
Menu Price	Displays the recipe's sell price. This field displays only if

	you selected Show Pricing Info on the Print Options box.
Gross Profit	Displays the recipe's gross profit amount. This field displays only if you selected Show Pricing Info on the Print Options box.
Food Cost %	Displays the recipe's total food cost percentage. This field displays only if you selected Show Pricing Info on the Print Options box.
Item	Displays the ingredient item number.
Pack	Displays the number of packs per one case of the ingredient item.
Size	Displays the size of the ingredient item.
Brand	Displays the ingredient item's brand name.
Description	Displays the ingredient item's name.
Qty	Displays the ingredient item quantity used in the recipe.
Unit of Measure	Displays the ingredient item's unit of measure used in the recipe.
Case Cost	Displays the cost per one case of the ingredient item. This field displays only if you selected Show Pricing Info and Show Case Cost on the Print Options box.
Use Cost	Displays the cost per ingredient quantity used in the recipe. This field displays only if you selected Show Pricing Info on the Print Options box.
Src	Displays the ingredient item cost source. Values are H = history, C = current, and I = inventory. This field displays only if you selected Show Pricing Info on the Print Options box.

Manage Recipe Files

Recipe Manager allows you to save recipes in multiple formats so you can attach and send them in an email, export recipes to a .ZIP file as a backup procedure, save to a storage device, transfer to a customer's workstation, or print them.

Export Recipes

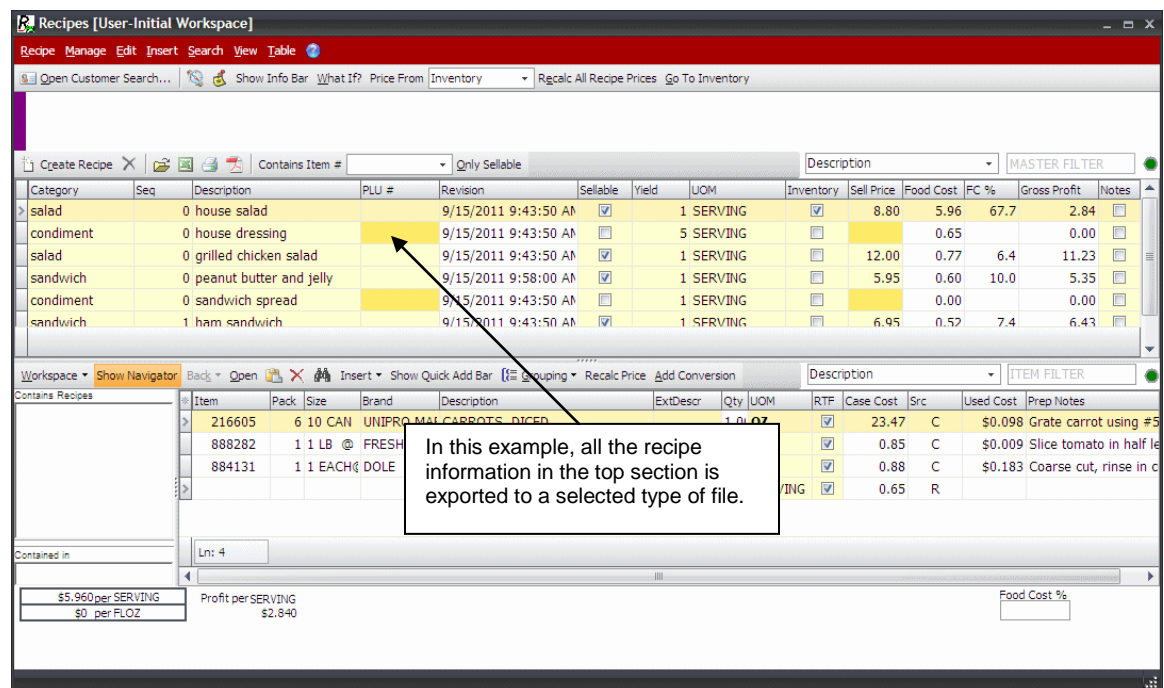
You can export recipe information from the Recipe Manager application to use in other formats.

- Export to a specific file format: .html, .xls, or .csv
- Export to RTF to create a recipe booklet
- Export a recipe or all recipes to use on another workstation
- Export a recipe item list to a file

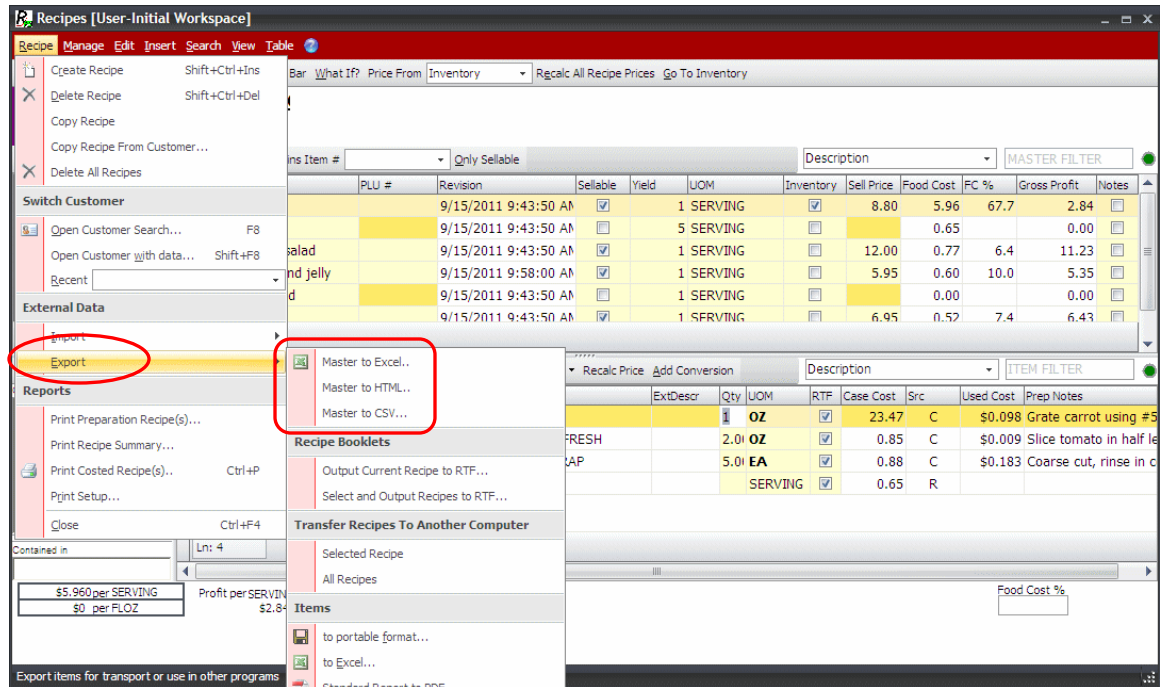
Export Recipe List to a File

Use this procedure to export a customer's recipe list to an Excel spreadsheet.

1. This procedure begins on the Recipes window.



2. Click **Recipe** and select **Export**.



3. Select an export option to export the recipe master file that includes the information in the top section of the Recipes window:

Select **Master to Excel** to export the recipe master file to an Excel spreadsheet.

Select **Master to HTML** to export the recipe master file to an .HTML file.

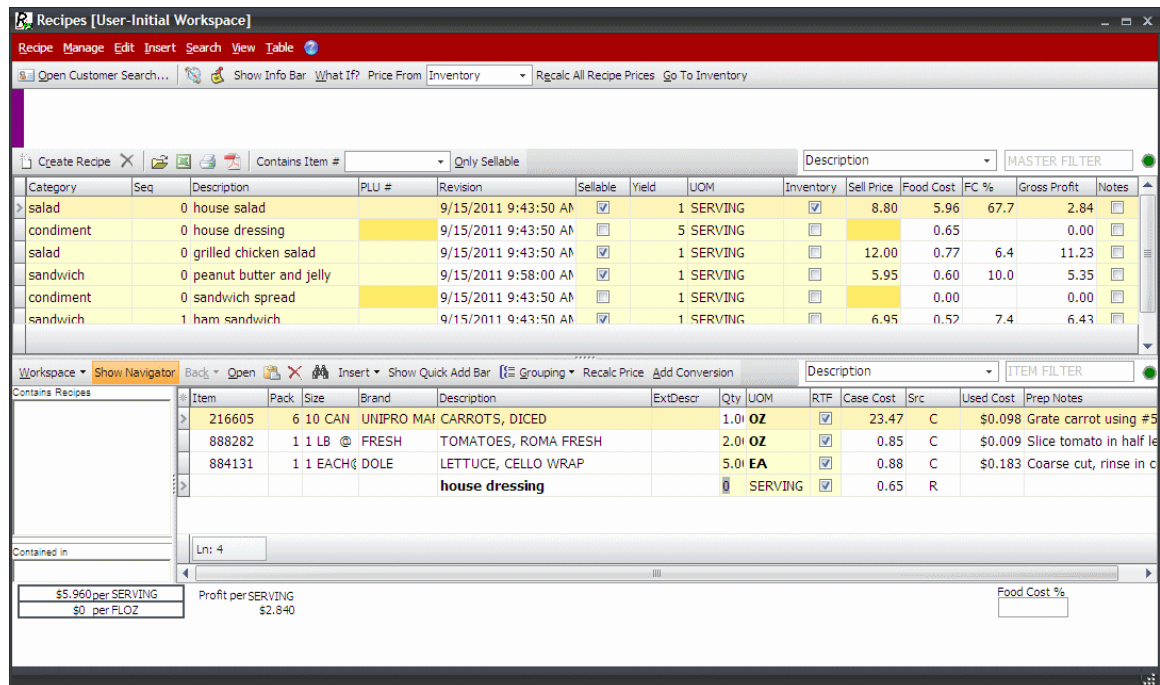
Select **Master to CSV** to export the recipe master file to a comma delimited file.

4. Use the standard Power Sell export procedure to complete the recipe master export process. For complete information about exporting, see the "Export a File" procedure in the *Power Sell Item Lists – Guides, Quotes, Bids, and Competitive Pricing User Guide*.

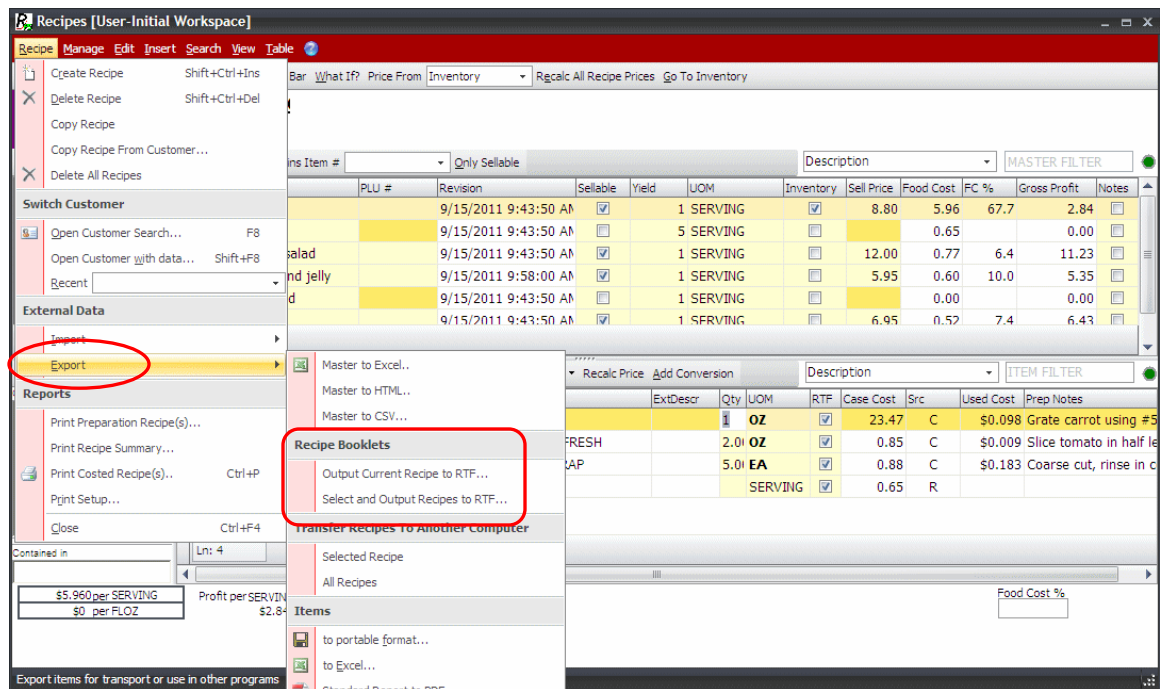
Create Recipe Booklet

Use this procedure to create a "booklet" that contains a selected recipe or contains selected recipes for a specific customer.

1. This procedure begins on the Recipes window.



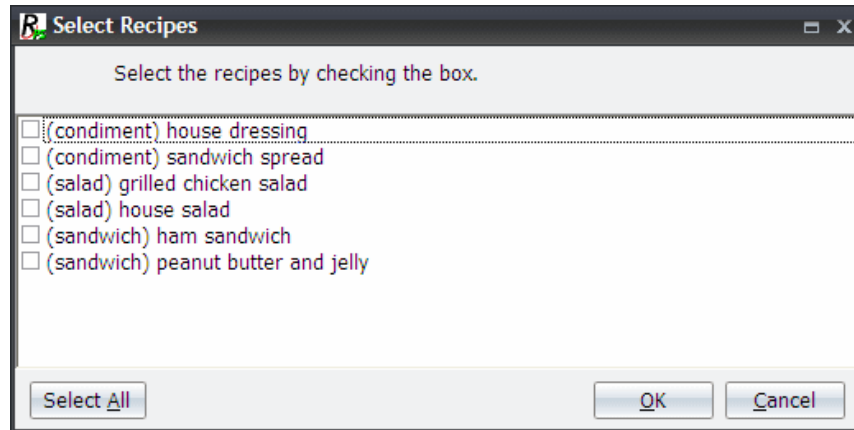
2. Click **Recipe** and select **Export**.



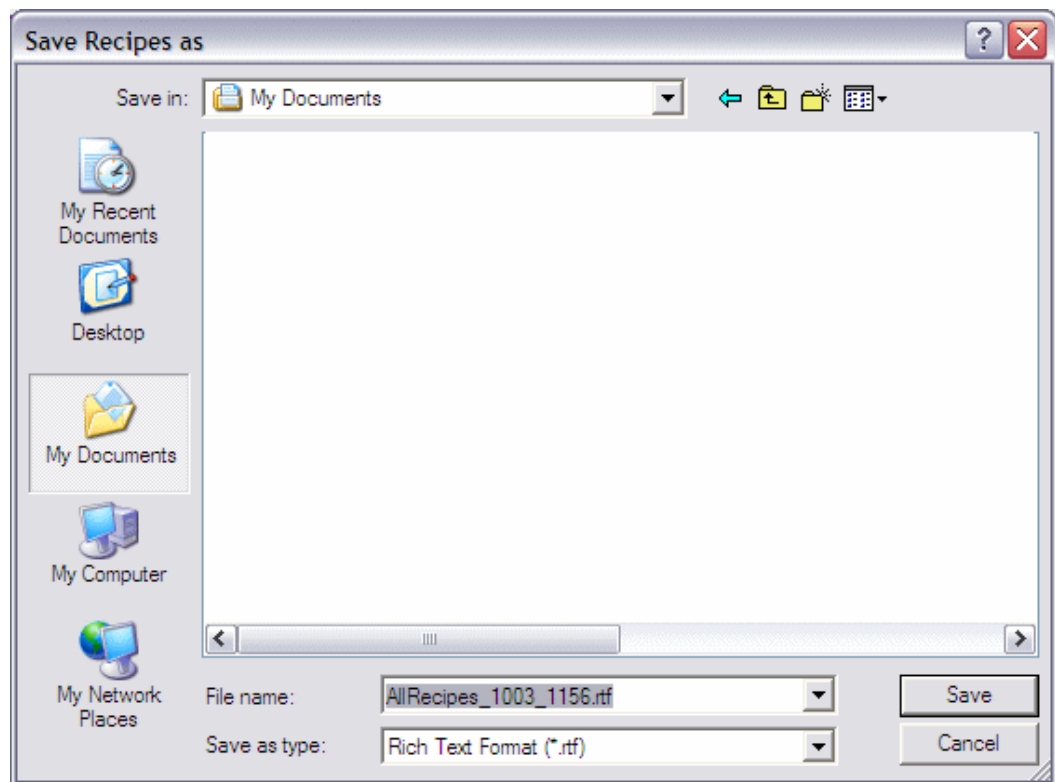
3. Select a **Recipe Booklet** option.

Select **Output Current Recipe to RTF** to export the recipe to an RTF file.

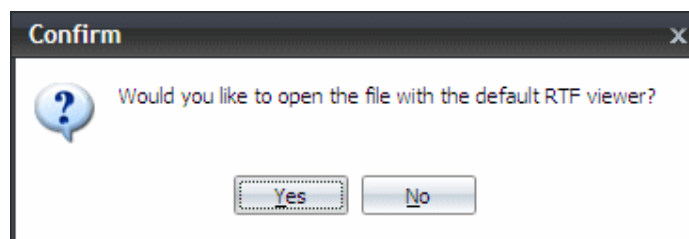
Select the **Select and Output Recipes to RTF** option to select the recipes you want to place in an RTF file. The Select Recipes box displays.



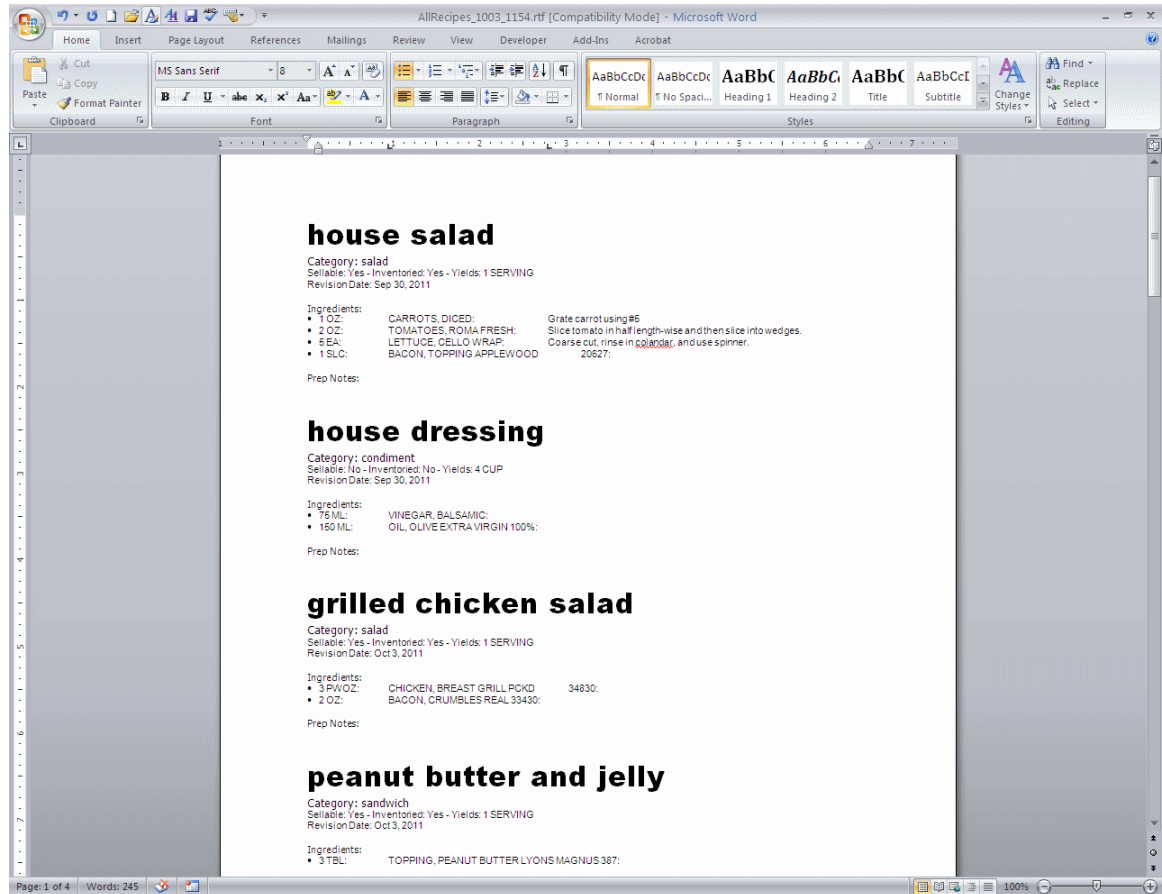
4. The Save Recipes as box displays. Select the location to save the recipe booklet to on your workstation or network drive.



5. Click **Save**. The recipe(s) are saved to an .rtf file. A confirmation box displays.



- To view the recipe booklet, click **Yes**. The recipe .rtf file opens.



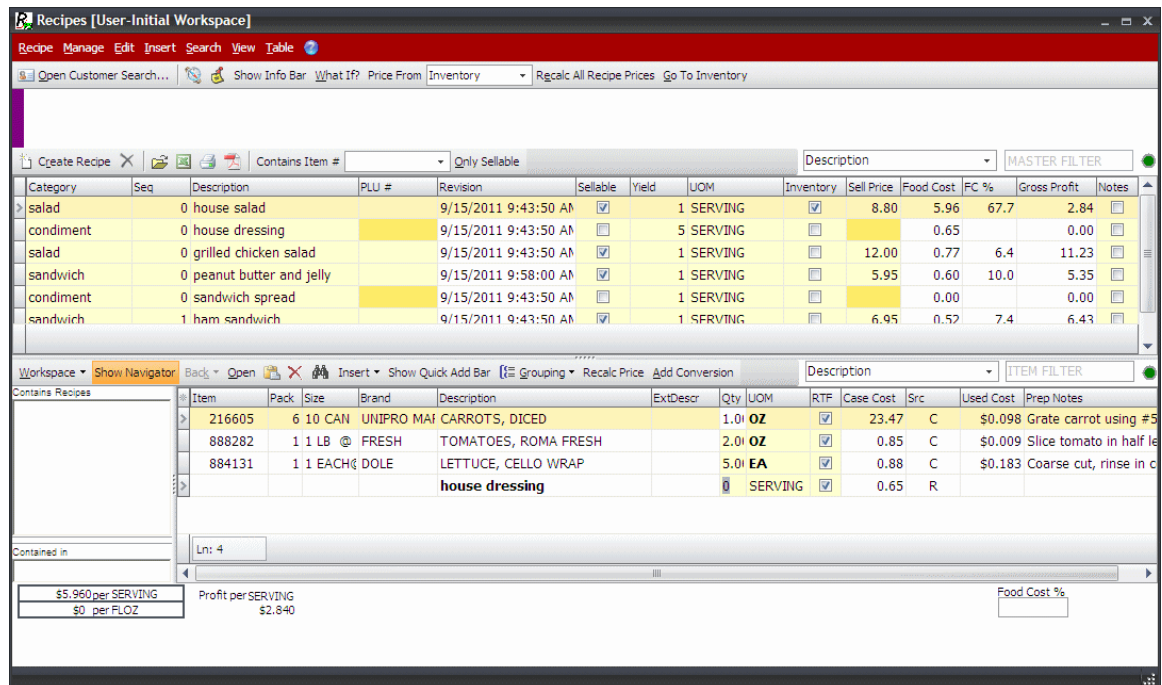
Move Recipe Manager and Inventory Manager Data

If you get a new workstation or laptop, use this procedure to transfer your entire Recipe Manager database and Inventory Manager conversions.

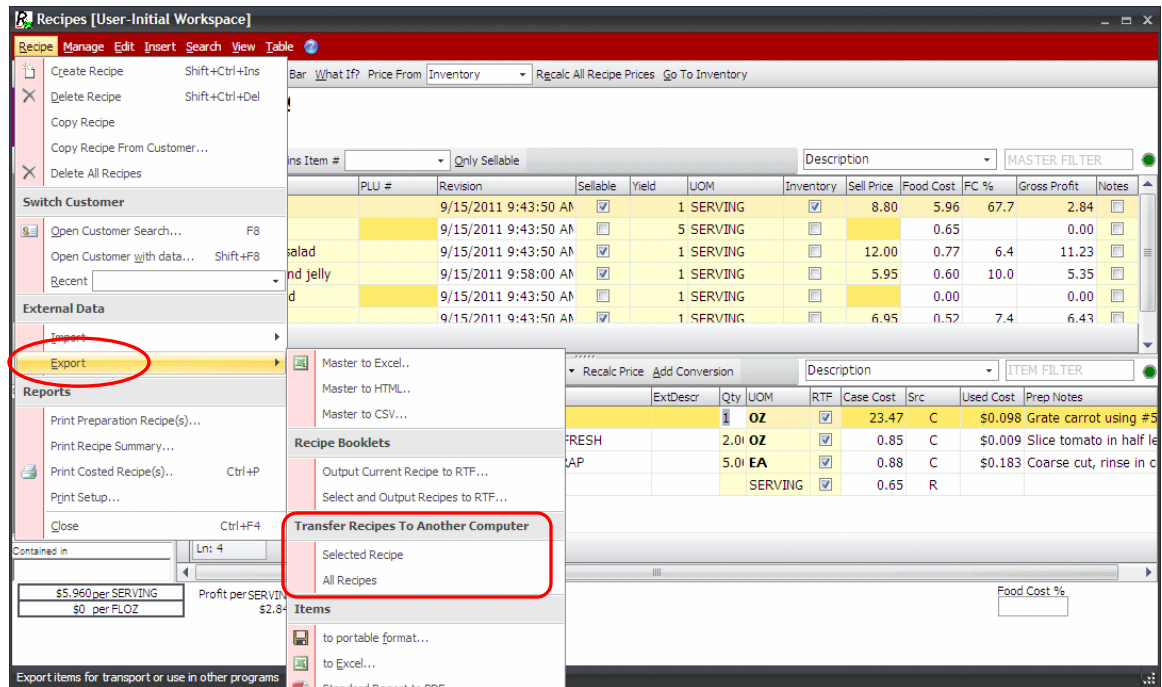
Warning!

If you do not follow this export/import order, you will lose your conversions.

- This procedure begins on the Recipes window.

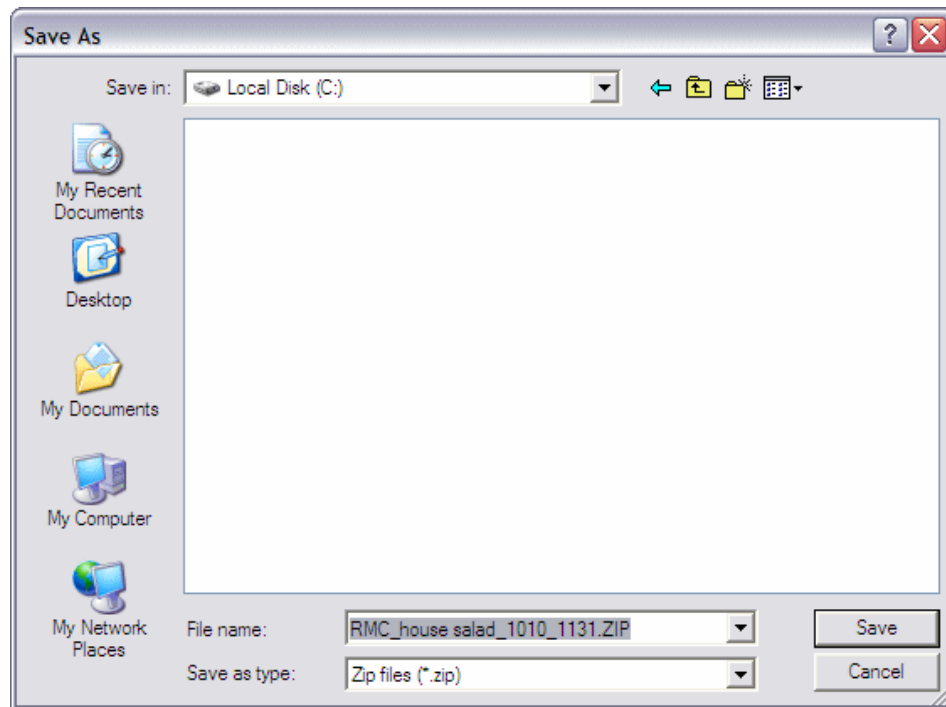


2. Click **Recipe** and select **Export**.



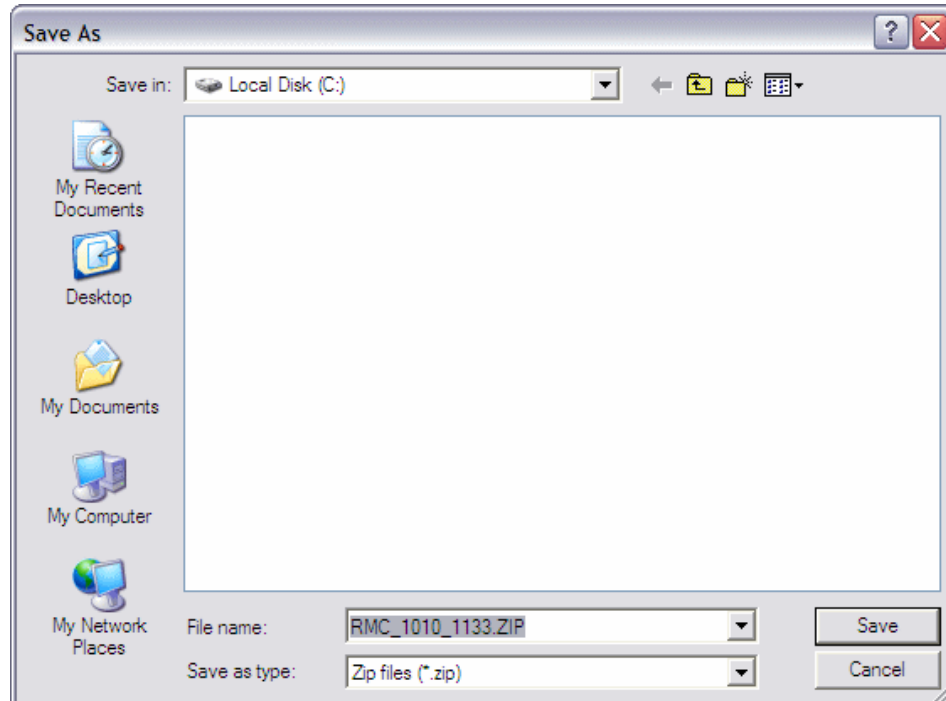
3. Select an option under **Transfer Recipes To Another Computer**.

Select the **Selected Recipe** option to place only the selected recipe in a .zip file so that you can use the .zip file to move the recipe to another laptop.



—OR—

Select the **All Recipes** to option to create a .zip file with all the recipes for the currently selected customer.



4. Navigate to the location to place the recipe .zip file and click **Save**.
5. Export all Inventory Manager files from the original workstation.

- Export all Recipe Manager files from the original workstation.

Note:

For information about exporting all Recipe Manager files, see the “Export Recipes” section on page 159.

- Import all Inventory Manager files to your new workstation.

Note:

For information about importing all Inventory Manager files, see the *Power Sell Inventory Manager User Guide*.

- Import all Recipe Manager files to your new workstation.

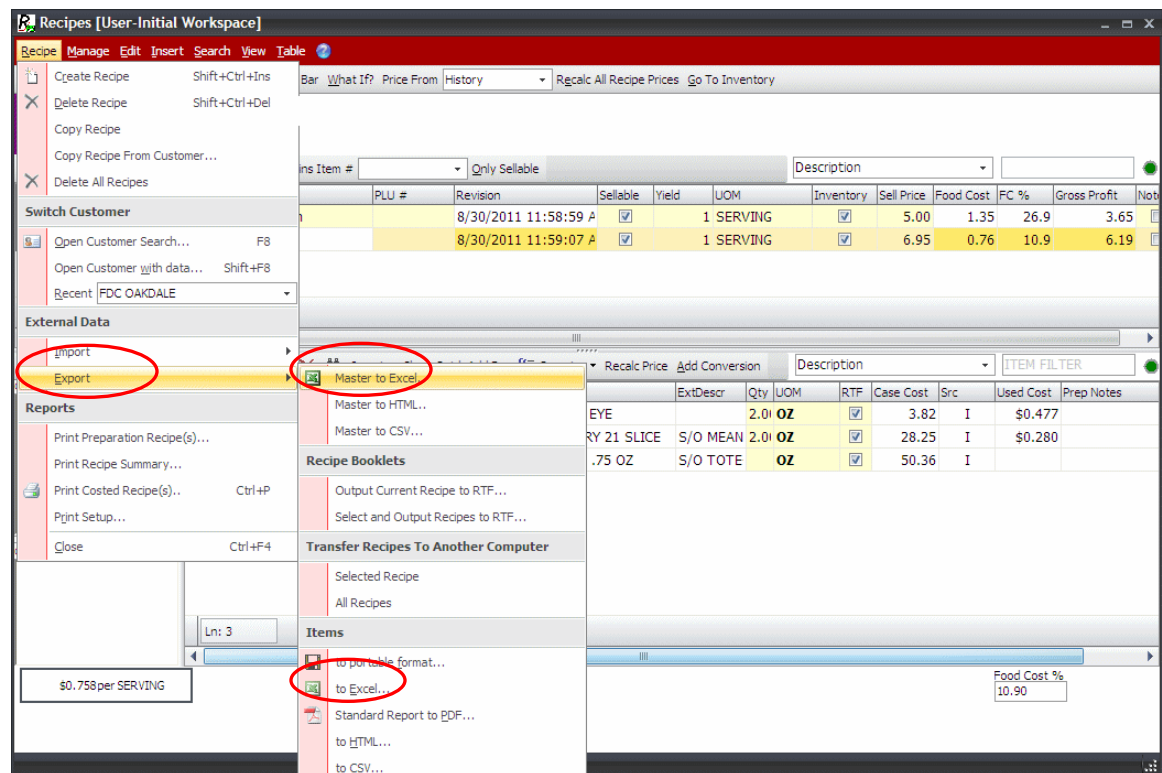
Note:

For information about importing all Recipe Manager files, see the “Import a Recipe Manager File” procedure on page 168.

Export Recipe List to Excel

Use this procedure to save a recipe list as an Excel spreadsheet.

- This procedure begins on the Recipes window.
- Click **Recipe** and click **Export**. The Export menu displays.



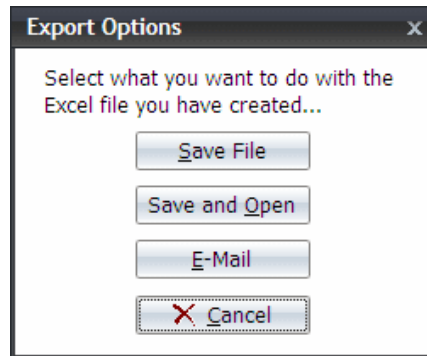
3. Select the part of the recipe to save to an Excel file:

Select **Master to Excel** to save the currently selected customer's recipe list data to an Excel file.

—OR—

Select **Items** and select **to Excel** to save the currently selected recipe's ingredient items to an Excel file.

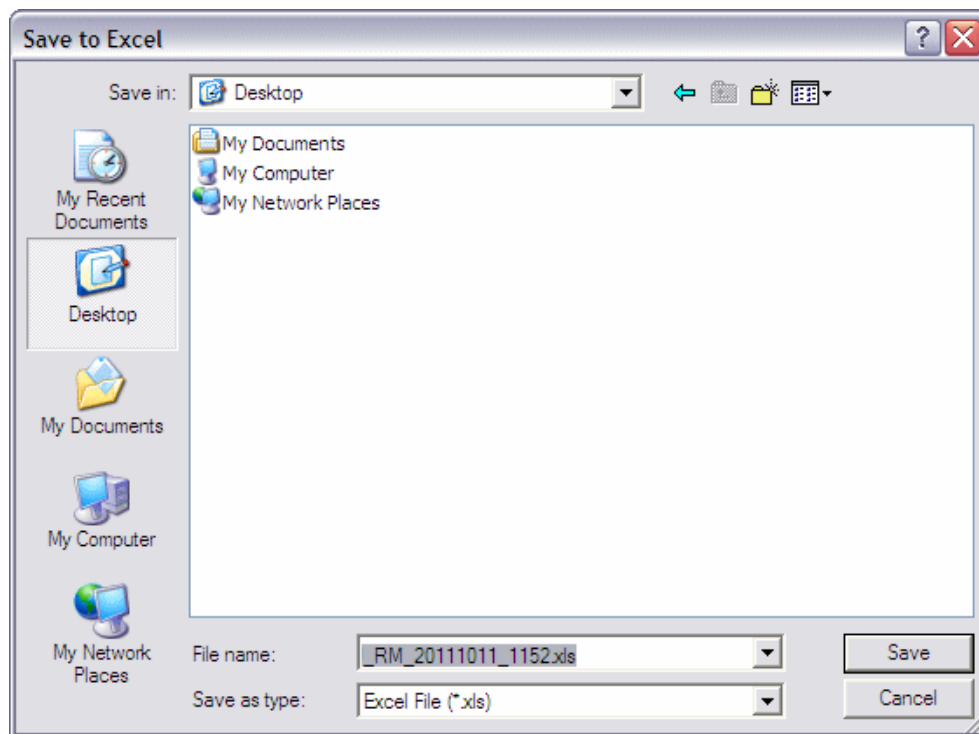
4. An Export Options box displays.



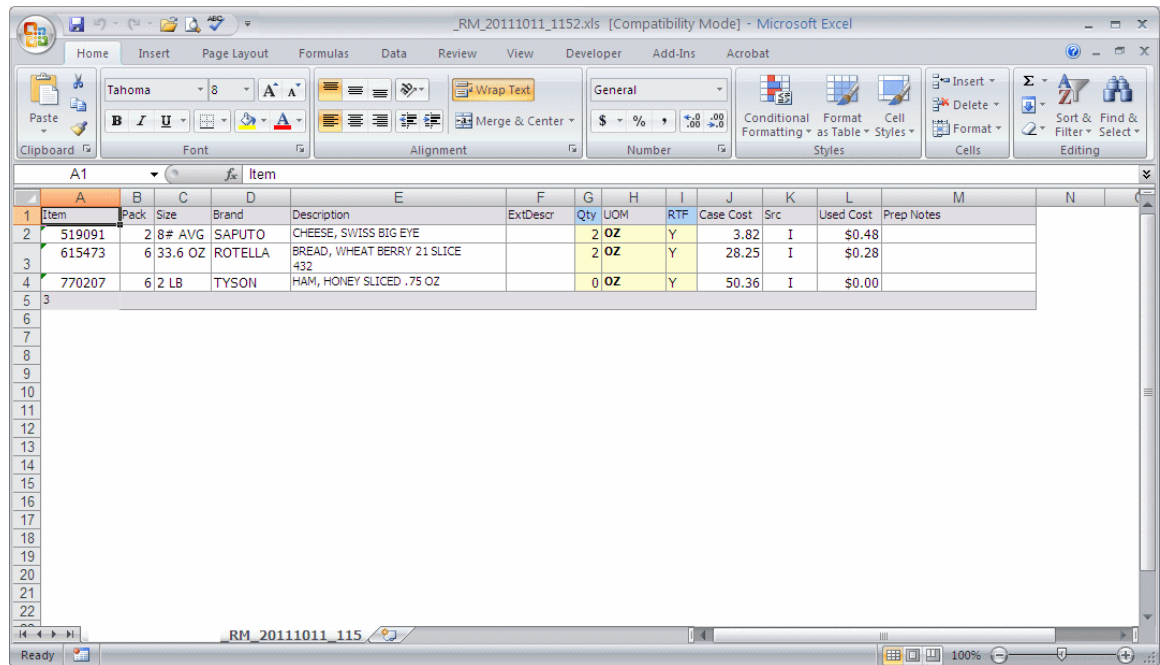
5. Select an option.

In this example, we selected **Save and Open**.

6. The Save to Excel box displays.



7. Recipe Manager creates a file name beginning with <customerName>_RM followed by today's date and time. Click **Save**. The exported recipe file displays as a Microsoft Excel spreadsheet.



Item	Pack	Size	Brand	Description	ExtDescr	Qty	UOM	RTF	Case Cost	Src	Used Cost	Prep Notes
519091	2	8# AVG	SAPUTO	CHEESE, SWISS BIG EYE		2	OZ	Y	3.82	I	\$0.48	
615473	6	33.6 OZ	ROTELLA	BREAD, WHEAT BERRY 21 SLICE 432		2	OZ	Y	28.25	I	\$0.28	
770207	6	2 LB	TYSON	HAM, HONEY SLICED .75 OZ		0	OZ	Y	50.36	I	\$0.00	

Import Recipes

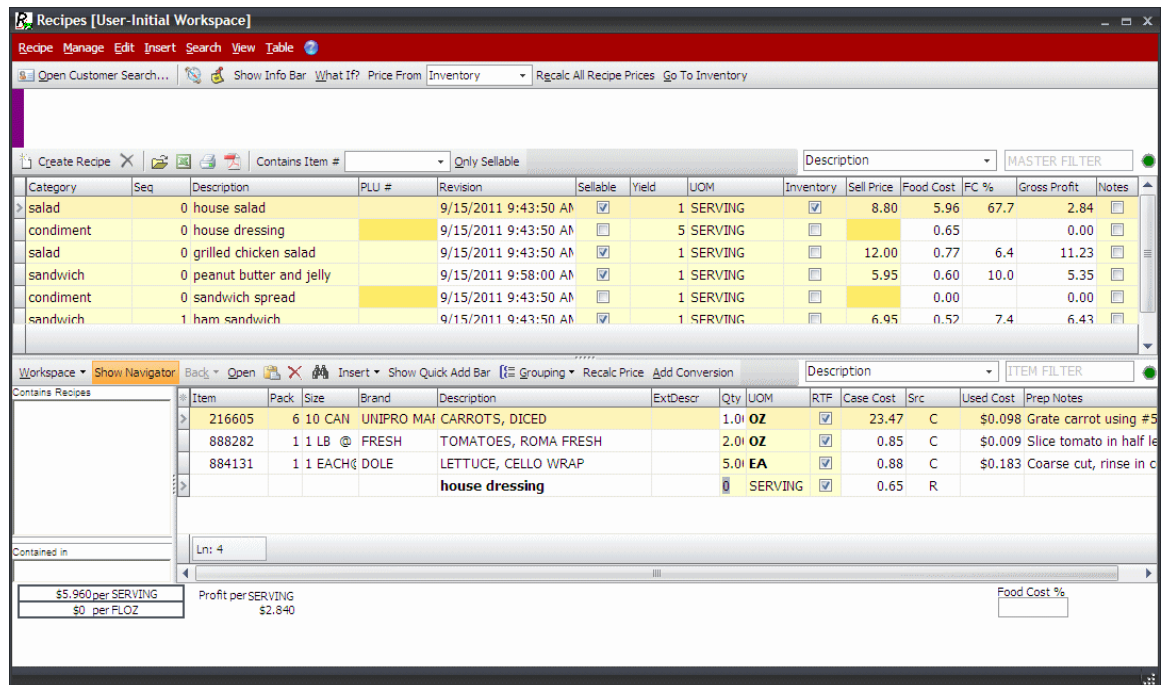
You can import recipes from a file into the Recipe Manager application. Supported import files include: .xls, .csv, and .rm files.

Import a Recipe Manager File

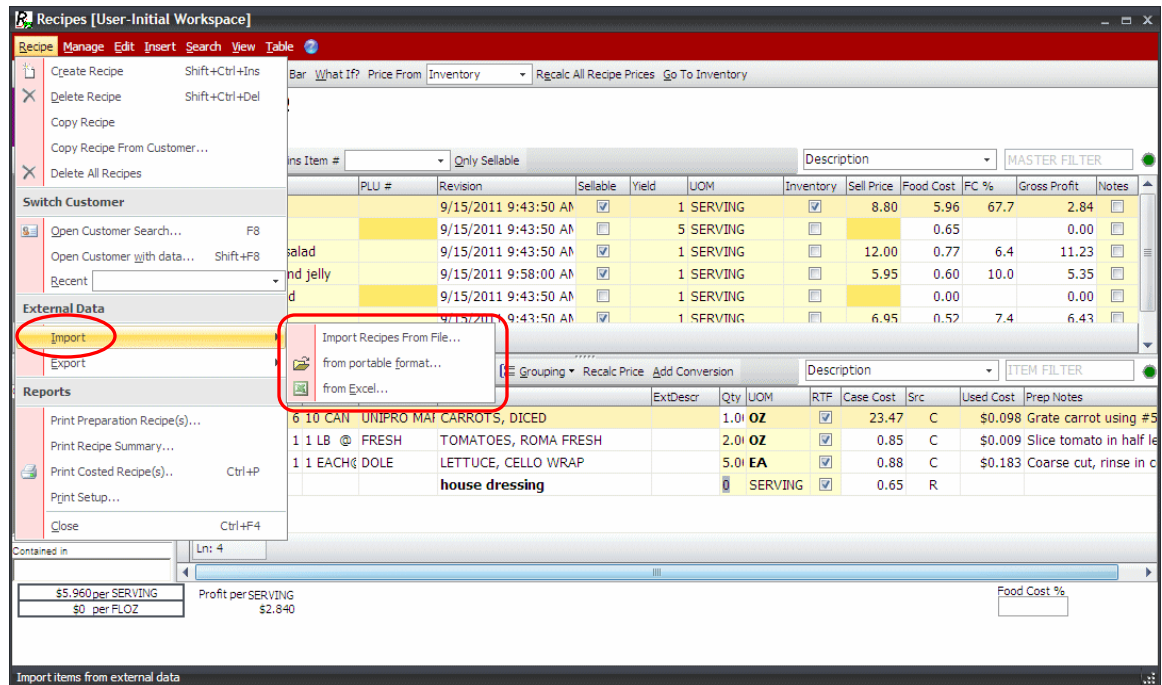
A Recipe Manager file contains a specific recipe or a set of recipes previously exported from Recipe Manager.

Use this procedure to import a customer's Recipe Manager file into the Recipe Manager application.

1. This procedure begins on the Recipes window.



2. Click **Recipe** and click **Import**.



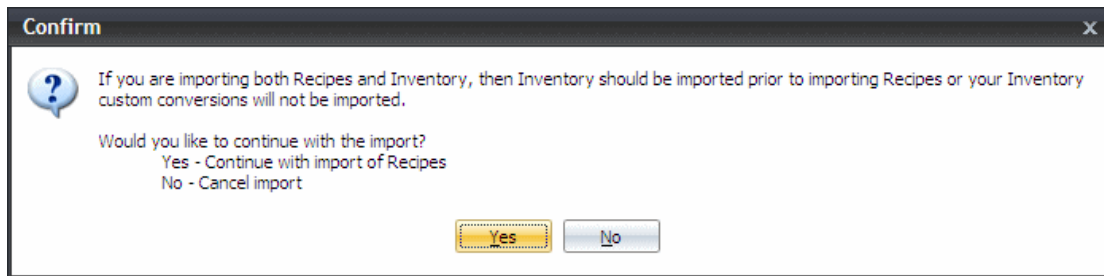
3. Select an import option.

Import Recipes From File – Select this option to import recipes previously exported from Recipe Manager. The file extension is .RM.

From portable format – Select this option to import recipe information from a .zip file.

From Excel – Select this option to import recipe information from an .xls file.

4. The Confirm box displays a message reminding you to import inventory before you import recipes.



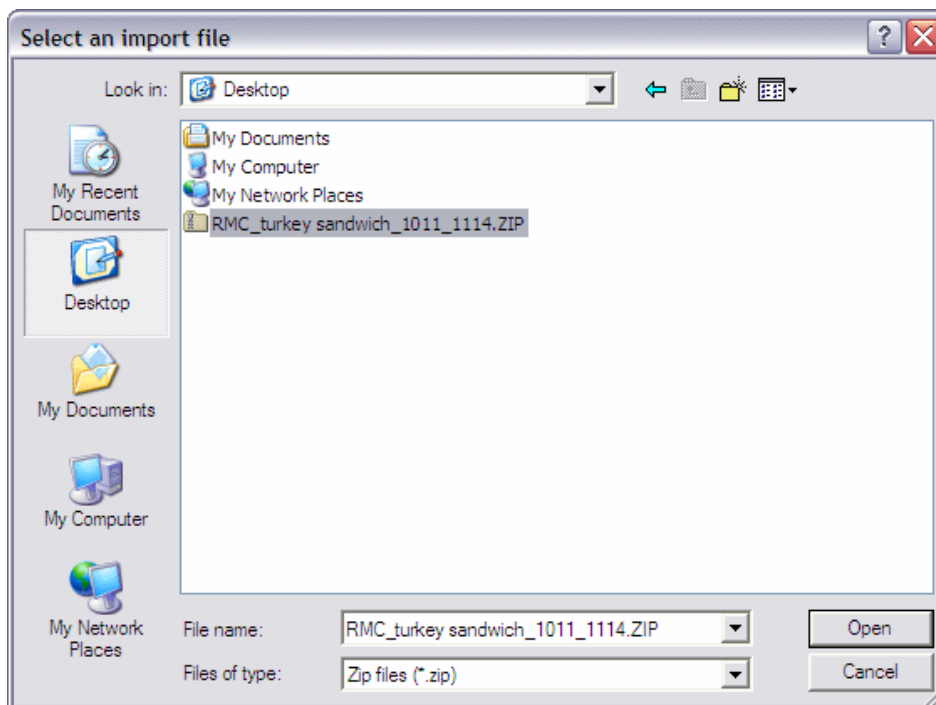
5. Select an option on the Confirm box.

If you have not imported inventory data into the Inventory Manager application, click **No** and import the inventory data first.

–OR–

After you import the inventory, repeat steps 1-3. The Confirm box displays. Click **Yes**.

6. The Select an import file box displays.

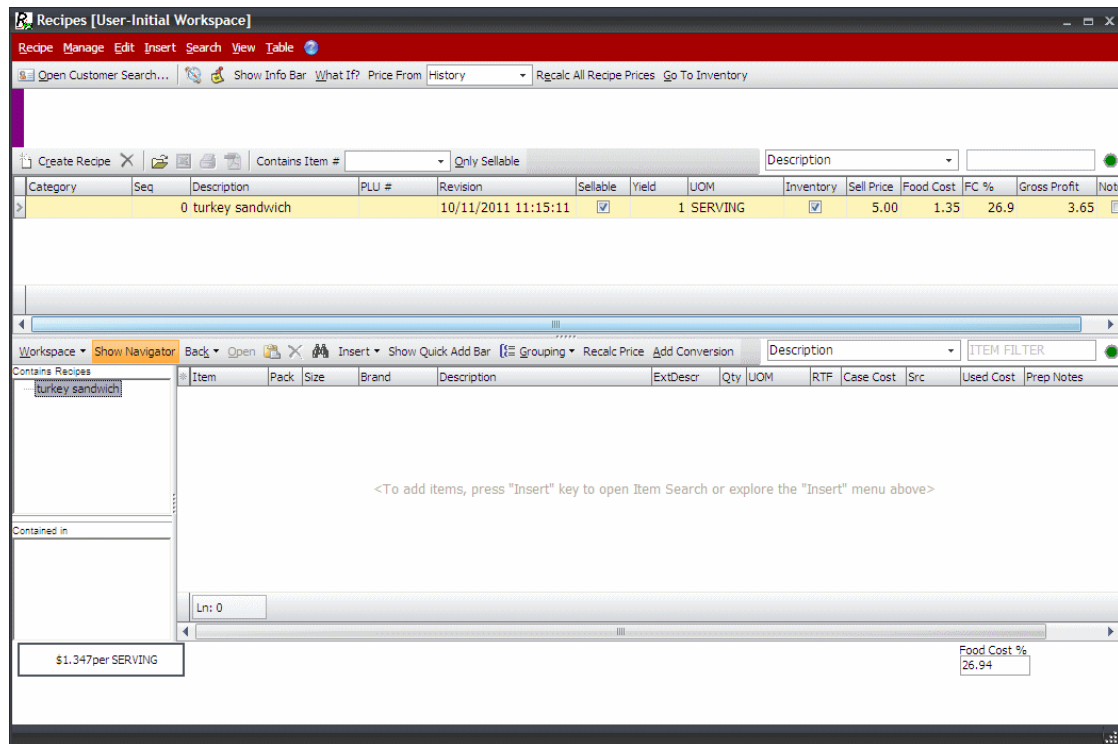


7. Click **Open**. The Please wait box displays file import progress.

Note:

If Recipe Manager finds invalid data, the Confirm box displays again.

8. The selected recipe files are imported into Recipe Manager.



Note:

Recipe Manager imports copies of recipes you may already have. If this happens, establish which version to keep, and then select the other copy and delete it.

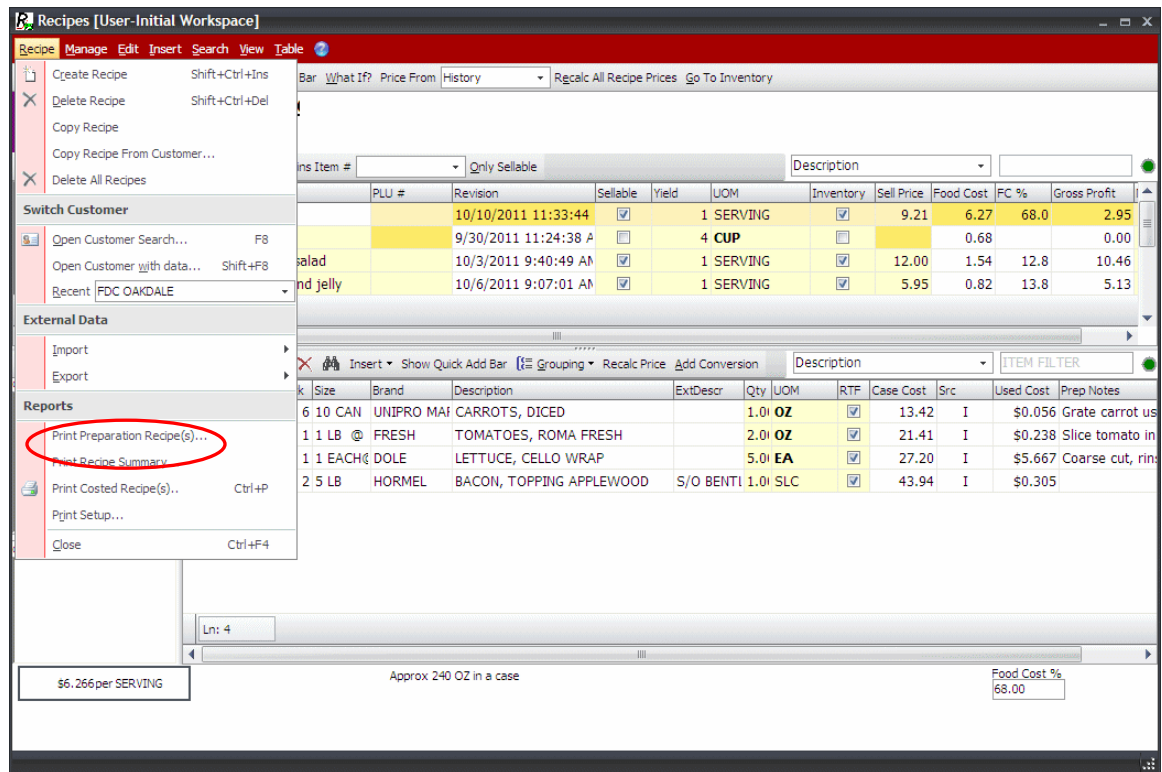
Recipe Reports

This section contains procedures for recipe report options in the Recipe Manager application.

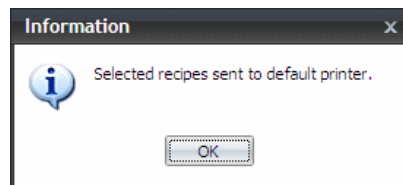
Run the Preparation Recipe Report

Use this procedure to print a report that contains preparation information for a recipe or for all recipes.

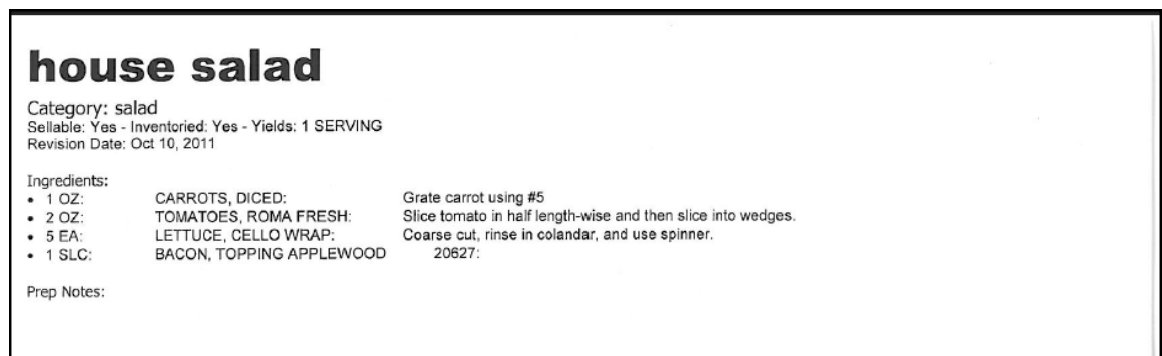
1. Click **Recipes**.



2. Select **Print Preparation Recipe(s)**. A confirmation box displays indicating the recipe printed to your default printer.



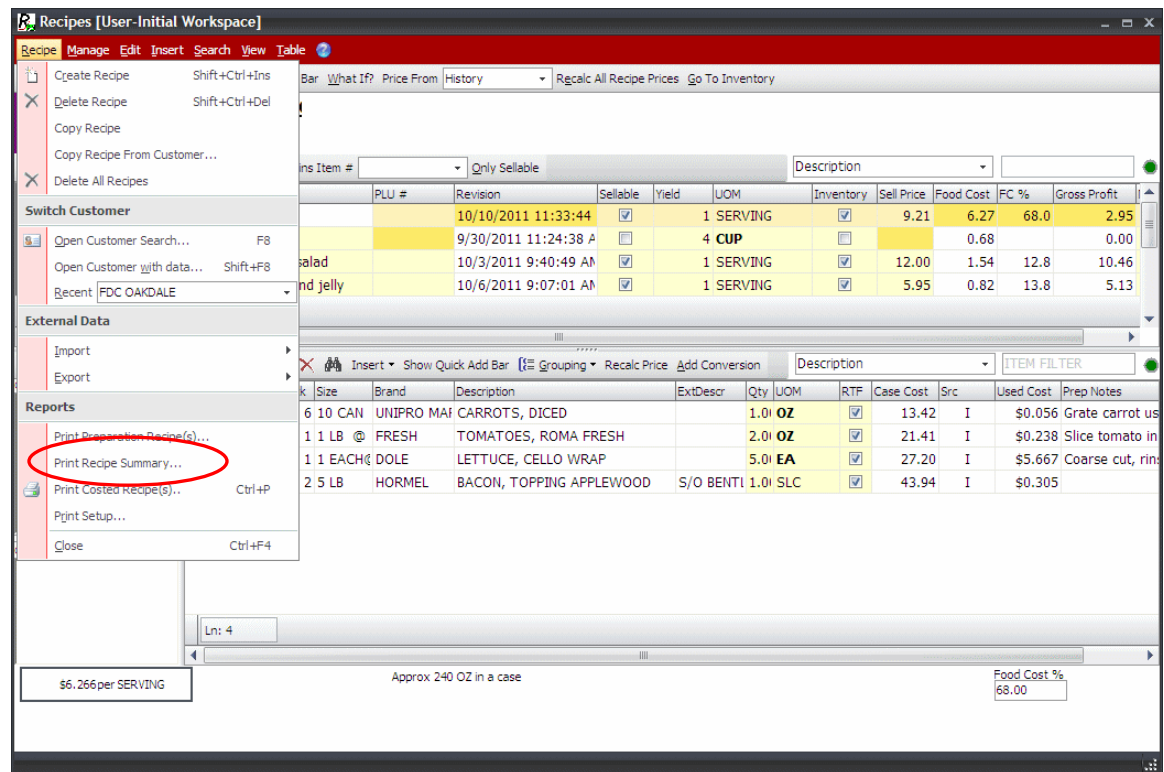
3. Click **OK**.
4. Following is an example of the recipe with preparation notes that prints.



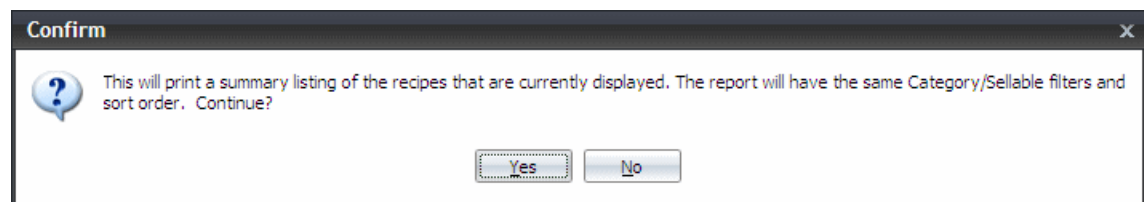
Run the Recipe Summary Report

Use this procedure to save a recipe summary as a quick report (.QRP) file.

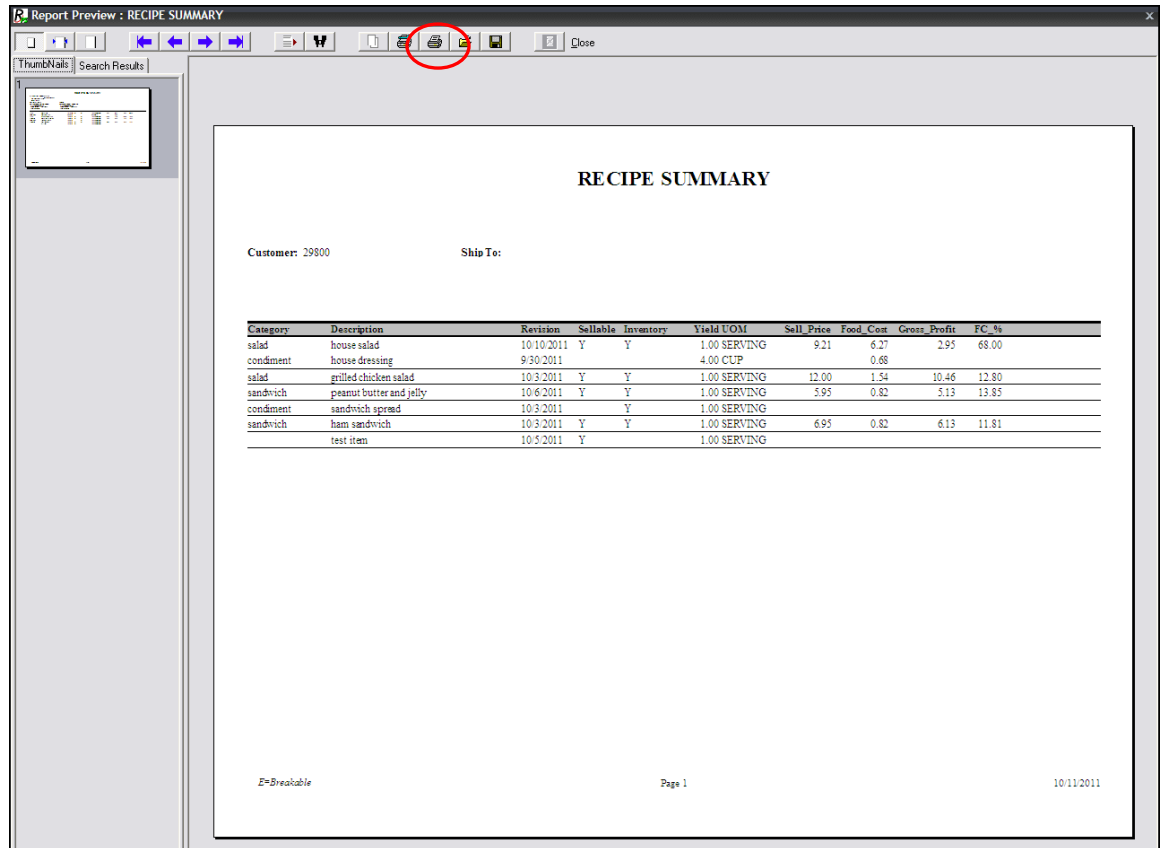
1. Click **Recipes**.



2. Select **Print Recipe Summary**. A Confirmation box displays.



3. Click **Yes**. The Report Preview page displays.

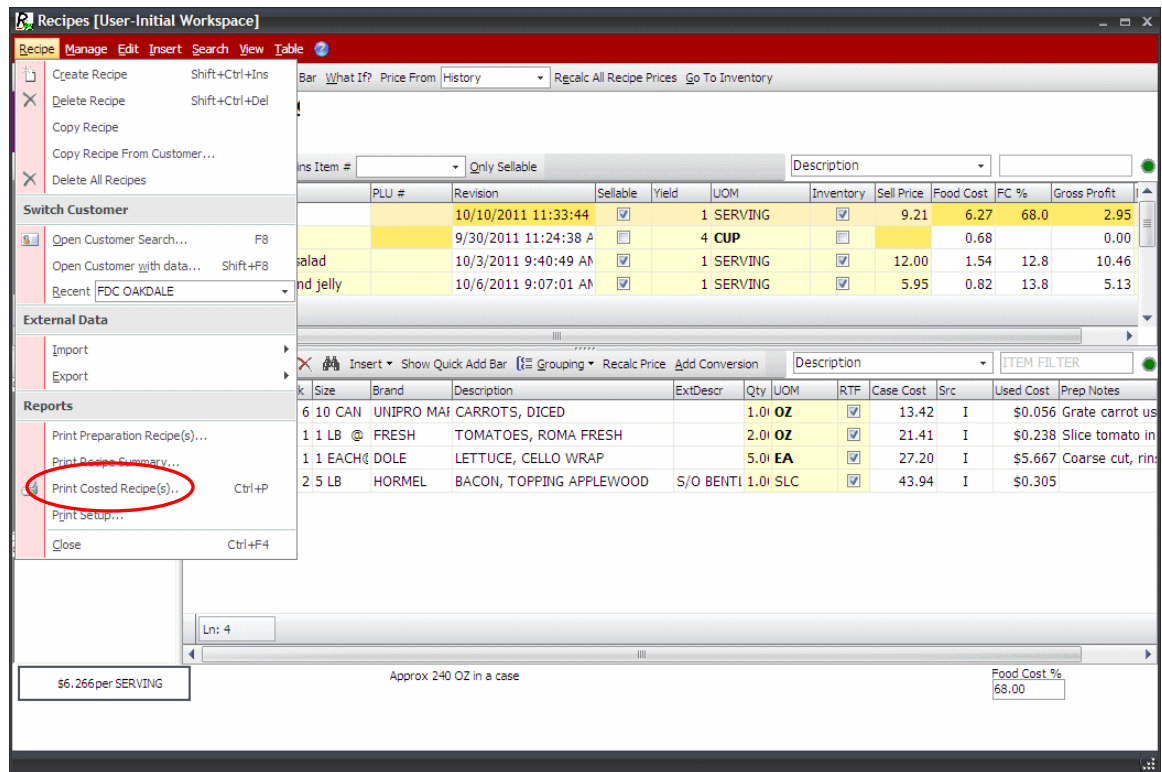


4. Click **Print** to print the report.

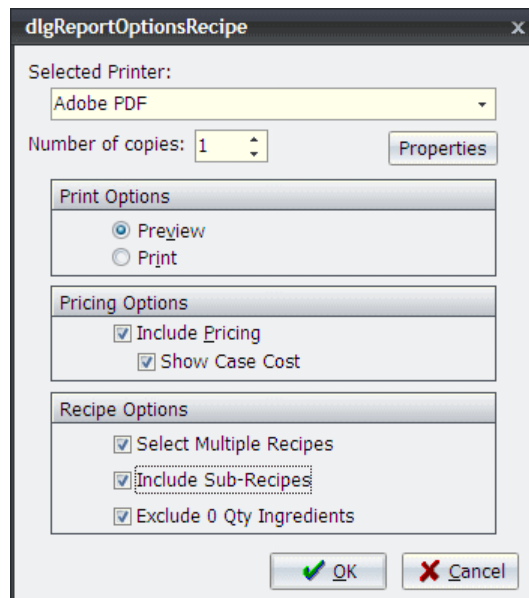
Run the Costed Recipe Report

Use this procedure to save a costed recipe as a quick report (. QRP) file.

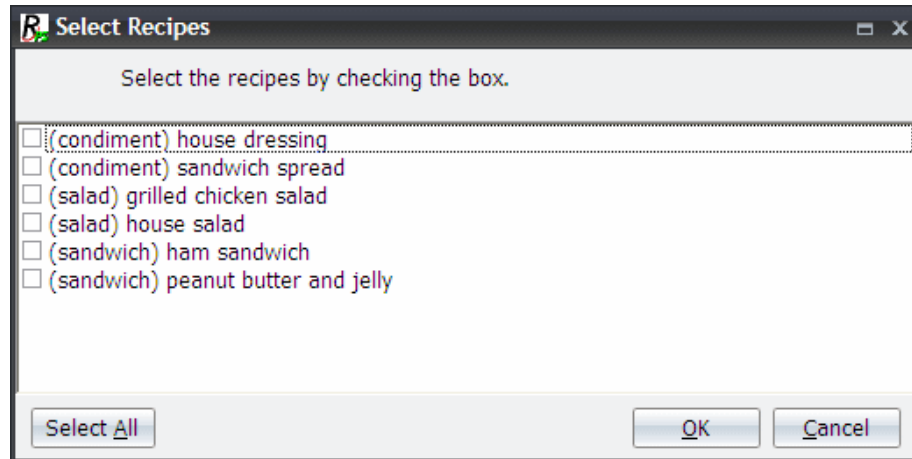
1. Click **Recipes**.



2. Select **Print Costed Recipe(s)**. The Report Options box displays.



3. Select report options and click **OK**.
4. If you selected to include multiple recipes in the report, the Select Recipes box displays.



5. Select the check box next to each recipe to include on the report and click **OK**. The Report Preview window displays.
6. Click **Print** to print the costed recipes report.