

# Inventory Control

One of the modules available through the Vital Link back office system is Inventory Control. This section of the manual will document the reason for using Inventory Control, the setup procedure, and day-to-day operations.

## ***Why Use Inventory Control***

Sophisticated POS systems have helped solve the quandaries of order accuracy, pricing control, production management, and customer information. Using the basics of Vital Link achieves a level of consistent “front end” control of your business.

Restaurants grow when sales volume reaches and maintains a consistent level. Profitability, by contrast, is highly influenced by controlling the cost of goods sold, and that number is not precisely what many restaurant operators traditionally review.

### Defining Cost of Goods Sold

In a manual inventory environment, cost of goods sold (also called Foodcost, Beverage cost, etc.) is traditionally defined as follows:

Starting Inventory  
+ Purchases  
- Ending Inventory

While this is the only reasonable way to define costs in a manual environment, it is **inaccurate** to describe this number as cost of goods **sold**. This is actually best described as cost of goods **used**. It in no way defines what was sold in your restaurant, merely what disappeared since the last count cycle.

In an integrated environment, where POS and inventory are directly related, the following defines cost of goods sold:

Quantity of each menu item served  
X Cost of recipe ingredients for each item  
= Cost of goods **sold**

Items wasted, taken for personal consumption, or given away  
X Ingredient cost for these items  
= **Adjustment Total**

Items missing at time of Physical count  
X Ingredient cost for these items  
= **Shrinkage Total**

Using this approach to inventory management, the goal becomes a different one:

- Don't control what the customer consumes – your menu, promos, and pricing do this for you
- Control what **never** gets served by measuring waste and shrink and reacting to problems with training, oversight and management of waste and loss

## ***Inventory Setup***

Inventory Setup is a hierarchical process. It is important, in order to assure accurate measurement and management, that each of these steps are completed thoroughly and in proper order.

### **Gathering Information for Inventory Setup**

1. Inventory Items
  - a. What Items are you interested in tracking? Understand that each item for which you would like to keep a detailed tracking of ideal vs. actual usage will require the time to set up recipes, receive, adjust and count the item. This is a **critical** process for key cost components (meat, cheese, dairy products, seafood, and often produce) but has less value for many dry goods ingredients in that the savings in reducing shrinkage can be less than the cost of the labor to find the problem.
  - b. What vendors do you buy each product from, what is their product code, pack, and current price? All of these can be put into the system during set up.
2. Recipes should give us the quantity produced of a recipe. Examples:
  - a. 1 serving for a menu portion
  - b. 64 Fluid Ounces for a component recipe that is subsequently used by the Fluid Ounce in other recipes
3. Define the relationship between the usage of an inventory item in a recipe and its stocking unit
  - a. 2 cups works fine for an item purchased by the gallon
  - b. 2 cups does NOT work for an item purchased by the pound (volume to weight conversion)
  - c. “a handful” or “a pinch” doesn’t work
4. If the Yield % of an item is NOT 100%, please let us know. Examples:
  - a. If you measure out 5 Oz of ground beef, cook and serve, the yield % is 100 because you portioned PRIOR to cooking.
  - b. If you put 4 Oz of chopped onion on an item, but have to peel away 30% of the onion to get it in its final chopped form, you get a 70% yield.
    1. Alternatively, you could call this 100% yield IF you wish to express this as 5 ½ ounces of onion, but that is harder to understand on reports.
4. For pizza toppings, we’ll need to define usage for several thresholds
  - a. Build your own usages by
    1. Crust size/Type – i.e. a family Sicilian crust likely uses different quantities than a family traditional thin crust
  - b. Specialty pizzas by Crust Size/Type

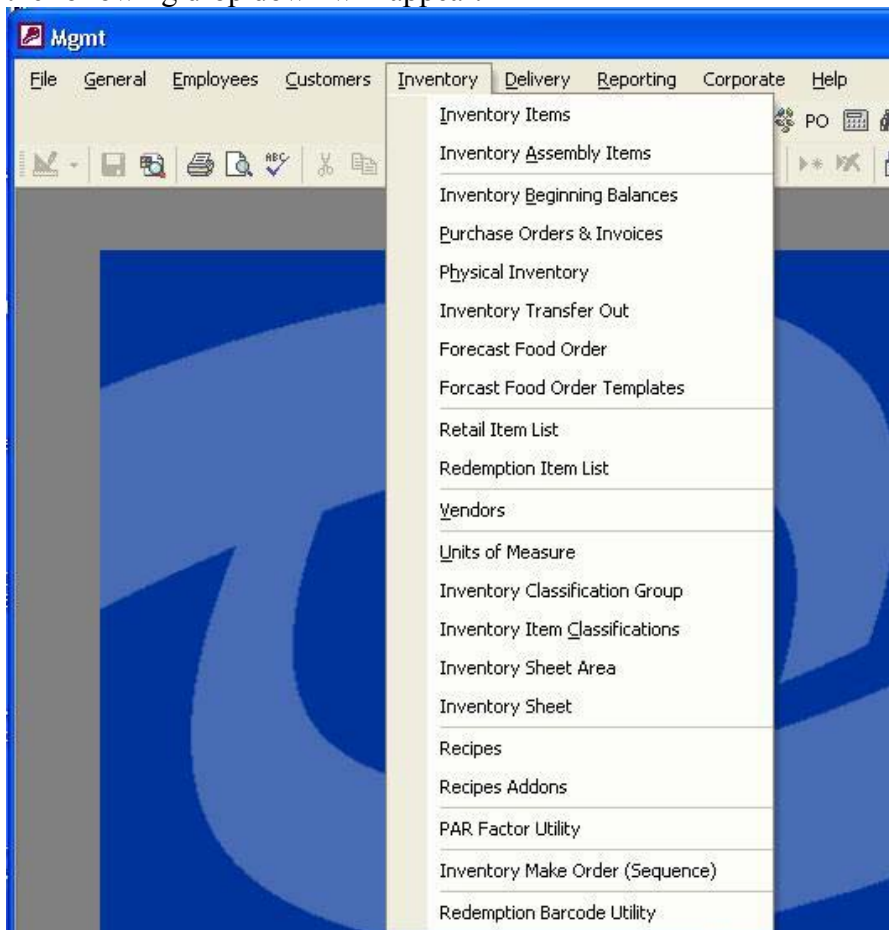
## ***Inventory Set Up Step By Step***

The following section will describe, step by step, how to set up inventory items, count related data, recipes, and other items related to the tables necessary to use inventory. These steps must be done prior to using inventory on a live system, and will be repeated any time a menu item is added, raw product is changed, or new menu released. The descriptions in this part of the manual **do not** reflect the process of day to day use of a fully set up inventory system. This process is described in subsequent portions of the manual.

All of the processes described in this section can be accessed from the Back Office Menu in one of two ways:

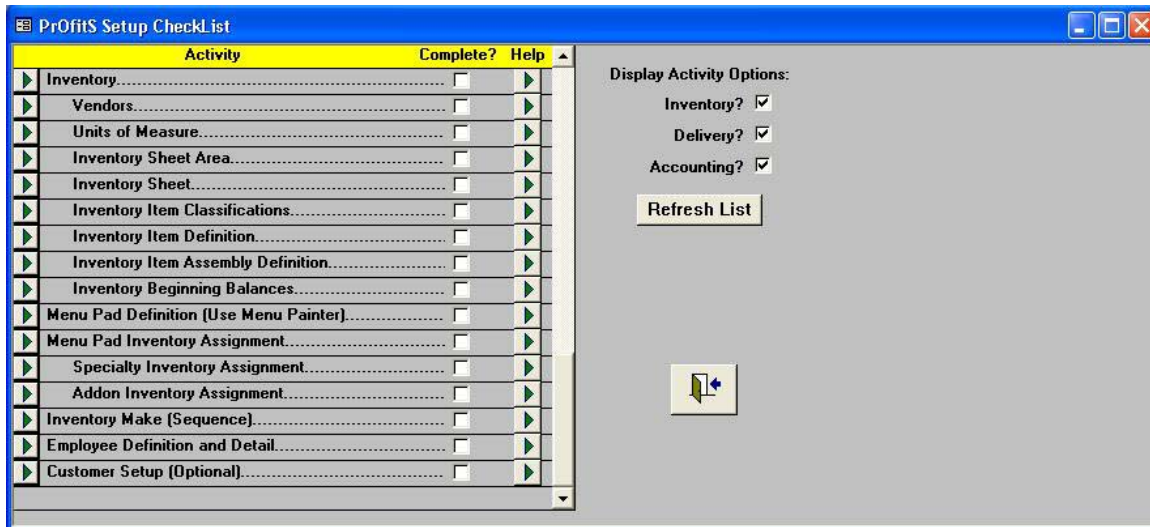
### From the Inventory Drop Down Menu

Select **I**nventory from the main back office menu. When you click on this menu option, the following drop down will appear:



### From the File Menu

Select **F**ile from the main back office menu. Select **S**etup **C**hecklist from the **F**ile menu. The following utility menu will appear:



Note that the list, as shown above, has been scrolled down to display the inventory portion of the setup checklist.

### Inventory Setup Order

Inventory will be set up in the following steps in the order that you should follow to prepare your system for live operation. The following list defines the order:

1. Vendors
  2. Units of Measure
  3. Inventory Classification Group
  4. Inventory Item Classifications
  5. Inventory Sheet Area
  6. Inventory Sheet
  7. Inventory Items
  8. Inventory Assembly Items
  9. Recipes
  10. Recipe Addons
- Optional Setup**
11. Retail Item List
  12. Forecast Food Order Templates
  13. PAR Factor Utility
  14. Inventory Make Order (Sequence)

## Vendor Setup

This section describes the processing of setting up Vendors in your Vital Link Inventory System.

### Definition:

In the Vital Link Inventory system, a Vendor is used to perform two functions:

1. To order and receive goods for inventory from a supplier
2. To record Cash Paid Outs and/or Paid Ins through the POS system

### Setup Screens

Vendor maintenance can be accessed via the Inventory drop down menu or the set up check list as noted above. When either of these functions are invoked, the **Vendor List** will be displayed as follows:

Vendor Name	Description	Phone	New Vendor	Active Only? <input checked="" type="checkbox"/>
Ace/Acme	Ace/Acme			
Applause	Applause			
Bad Check	Bad Check			
Coca Cola	Coca Cola			
Coors	Coors	(111) 111-1111		
Cust Acct	Customer Accounts			
Foto Ball Sports	Foto Ball Sports			
Gift Cert	Gift Certificates			
Grocery Store	Grocery Store			
Hendrikson Farms	Hendrikson Farms			
Jane	Jane			
JP Foodservice Inc.	JP Foodservice Inc.			
Kroger	Kroger			
Mex Luna	Mex Luna			
Multifoods	Multifoods			
Office Depot	Office Depot			
On Acct	On Acct			
Oriental Trading	Oriental Trading			
Party Deposit	Party Deposit			
PlayBall Sports	PlayBall Sports			

This list may be empty at initial set up of your system.

### Using The Vendor List

The Vendor list can be used to find an existing vendor record, to edit an existing vendor, or to add a new vendor.

### Finding a Vendor

1. In the **Find Vendor** dialog box, type in the first few letters of the Vendor Name.
2. Hit **Enter**, **Alt R** or click on **Refresh List**
3. The list box will scroll down to the first entry that matches the information entered.

### Editing a Vendor

Click on the Green arrow symbol to the left of the vendor name you wish to edit. The Vendor form (described following) will be displayed.

### Adding a New Vendor

Hit **Alt N** or click on **New Vendor**

Vendors are set up and edited using the following screen:

### Enter the Following Information:

Vendor	Enter a short name for this vendor to be used on searches and look ups. Note that the Vendor name must be unique.
Vendor Name	Enter the full vendor name
Phone	Optional – Enter the primary phone number for this vendor (not used interactively in the system)
Phone 2	Optional – Enter a secondary phone number for this vendor if available (not used interactively in the system)
Fax	Optional – Enter a fax number for this vendor (not used interactively in the system)
Vendor Address	Optional – Enter the street number and name, and suite or office number if any (not used interactively in the system)
City / St / Zip	Optional – Enter City, State, and Zip Code (not used interactively in the system)
Country	Optional – Enter the country location for this vendor (not used interactively in the system)
GL Purchase Account	If you are linking, via report or data export, to an

(Payables)	accounting package, enter the GL account for the <b>Liability</b> or credit side of a purchase entry. Inventory items will be used to supply the debit accounts.
Allow receiving of Non Sales Receipts from Vendor?	Check the box associated with this prompt if you wish this Vendor to appear on the Paid <b>In</b> form in the POS operation
Account [Non Sale Receipts]	If this vendor is a paid in Vendor, and you are using GL accounting applications list the Credit or Revenue account to which Paid Ins should be posted
Allow Paid Outs to Vendor	Check the box associated with this prompt if you wish this Vendor to appear on the Paid <b>Out</b> form in the POS operation. Accounts are taken from GL maintenance
Account [Paid Outs]	Check the box associated with this prompt if you wish this Vendor to appear on the Paid <b>Out</b> form in the POS operation. Accounts are taken from GL maintenance

## Units of Measure Setup

This section describes the processing of setting up Units of Measure in your Vital Link Inventory System.

### Definition:

In the Vital Link Inventory system, a Unit of Measure is used to perform two functions:

1. To establish the relationship between the purchase unit and the counting unit for an item
2. To establish the relationship between the stocking unit and the recipe unit(s) for an item

### Setup Screens

Units of Measure maintenance can be accessed via the Inventory drop down menu or the set up check list as noted above. When either of these functions are invoked, the **Unit Definition and Conversions** form will be displayed as follows:

Unit	Description	Short	Active?
gallon	Gallon	gal	<input checked="" type="checkbox"/>
HALF GAL	HALF GAL	HALF	<input checked="" type="checkbox"/>
half-gallon	half-gallon	hgal	<input checked="" type="checkbox"/>
Head	Head	Head	<input checked="" type="checkbox"/>
jar	jar	jar	<input checked="" type="checkbox"/>
Keg	Beer Keg	Keg	<input checked="" type="checkbox"/>
lb	pound	lb	<input checked="" type="checkbox"/>
LITER	LITER	L	<input checked="" type="checkbox"/>
LTR	LTR		<input checked="" type="checkbox"/>
mL	MILLILITER	mL	<input checked="" type="checkbox"/>
oz	ounce	oz	<input checked="" type="checkbox"/>
piece	piece	pc	<input checked="" type="checkbox"/>
POUND	POUND		<input checked="" type="checkbox"/>
quart	quart	qrt	<input checked="" type="checkbox"/>
SLB	SLB		<input checked="" type="checkbox"/>
Slice	Slice	Slic	<input checked="" type="checkbox"/>
TANK	TANK		<input checked="" type="checkbox"/>
TFAS	TFAS	TSP	<input type="checkbox"/>

Unit Conversion	Multiplier
oz	128
quart	4
*	0

Record: 21 of 43

### Enter the Following Information:

Units	
Unit	Enter a unique identifier to describe the unit of measure you are attempting to identify
Description	Enter a long description for this unit of measure
Short	Enter a short description for this unit of measure to be used in drop down boxes
Active?	If this is a unit of measure you wish to use in setting up Inventory Items and Recipes, check the Active box
Unit Conversions	
Unit Conversion	Enter a description for a unit of measure that you would like to conversion the unit you described in units

	<p>of measure entry to. Valid examples:</p> <p>Lbs to Ounces</p> <p>Gallons to Quarts, Pints, Fluid Ounces</p> <p>Quarts to Gallons, Pints, Fluid Ounces</p>
Multiplier	<p>Enter the multiplier you would need to convert the TO unit of measure to the FROM unit of measure.</p> <p>Example:</p> <p>Main (FROM) unit of measure = Gallon</p> <p>TO unit of measure = Quart</p> <p>Multiplier = 4   Quarts X 4 = Gallon</p>

## Inventory Classification Group

This section describes the process of setting up Inventory Classification Groups in your Vital Link Inventory System.

### Definition:

In the Vital Link Inventory system, an Inventory Classification Group is used the **broadest level** you would use to define your categories of inventory. Typical examples might be “Food” vs. “Beverage” vs. “Paper”. These are intended to be the broadest categories of reporting and classification which will be further defined into narrower groups in the next step of Inventory setup.

### Setup Screens

Inventory Classification Group maintenance can be accessed via the Inventory drop down menu or the set up check list as noted above. When either of these functions are invoked, the **Inventory Classification Group** form will be displayed as follows:

Inv Classification Group	Description	Reporting Seq	Active?
Food	All Food Items	1	<input checked="" type="checkbox"/>
Wine	Wine	2	<input checked="" type="checkbox"/>
Beer	Beer	3	<input checked="" type="checkbox"/>
Beverages	Soft Drinks	4	<input checked="" type="checkbox"/>
Paper Goods		5	<input checked="" type="checkbox"/>
*		0	<input checked="" type="checkbox"/>

Record: 1 of 5

### Enter the Following Information:

Group	Enter a short name for this group of items
Description	Enter the full description for this major inventory category
Seq	Enter a numeric value corresponding to the order in which these categories should appear on reports
Active	Check this box if this Group is an active part of your inventory

## Inventory Items

This section describes the process of setting up Inventory Item in your Vital Link Inventory System.

### Definition:

In the Vital Link Inventory system, an Inventory Item is used the **raw product** you would purchase from a supplier. Typical examples might be “Pepperoni” vs. “Grated Mozzarella” vs. “Ground Beef”. These are intended to be the specific items that you would like to order and/or measure usage of in your inventory system.

### Setup Screens

Inventory Classification Group maintenance can be accessed via the Inventory drop down menu or the set up check list as noted above. When either of these functions are invoked, the **Inventory Items List** form will be displayed as follows:

This list may be empty at initial set up of your system.

### Using The Inventory Item List

The Inventory Item list can be used to find an existing vendor record, to edit an existing vendor, or to add a new vendor.

### Finding an Inventory Item

1. In the **Find Inventory** dialog box, type in the first few letters of the Inventory Item Name.
2. Hit **Enter**, **Alt R** or click on **Refresh List**
3. The list box will scroll down to the first entry that matches the information entered.
4. If you are unsure of an Inventory Item's name, you can also find it by using the Classification Only drop down to limit the Inventory Item list to the classification to which an item belongs.

### Editing an Inventory Item

Click on the Green arrow symbol to the left of the Inventory Item name you wish to edit. The Inventory Item form (described following) will be displayed.

## Adding a Inventory Item

Hit **Alt N** or click on **New Inventory Item**

Inventory Items are set up and edited using the following screen:

The screenshot shows the 'Inventory Item' window with the following data:

Build Assembly Inventory Items		Units of Measure					
Inventory Item:	Bacon	Desc:	bacon				
Classification:	Food	Active?	<input checked="" type="checkbox"/>				
Inv Sheet:	Food	Retail?	<input type="checkbox"/>				
Short Desc:							
Units		Factor	Cost per Unit				
Incoming:	CASE		30.68				
Stock:	lb	20	1.5340				
Preparation:	OZ	16	.0959				
Last Price Chg Date:		7/27/2004					
PAR (min/max/factor):		0 0 0					
UPC:		Bar Code					
Prep Yield:		100					
Vendor Purchase and Pricing Information:							
Priority	Vendor	Unit	\$ / Unit	Price Date	Vendor Code	Comment	Active?
1	Multifoods	CASE	\$30.68	10/23/2001	234VA12	Packer label	<input checked="" type="checkbox"/>
2	Hendrikson Farms	CASE	\$32.16	7/27/2004	4BNPig Prd	Pilgrim's Pride Slab	<input checked="" type="checkbox"/>
0		CASE	\$0.00	7/27/2004			<input checked="" type="checkbox"/>

Enter the Following Information:

Inventory Item	Enter a name for this Inventory Item
Description	Use this input box if you would like to enter a more elaborate description of the item. In this example, the Bacon might be slab slice, 22-24 per Lb.
Classification	From the drop down list, select the Classification of goods to which this item will belong
Inv Sheet	For physical count purposes, from the drop down list, select the Inventory Sheet on which this item should appear
Short Desc	Used in some reports where space is at a premium
Active?	This box should be checked if the Inventory Item you are defining is Active, should be purchased, decremented via recipes and counted.
Retail?	Is this item available for sale as a retail item (examples may be sauces made in house, shirts, hats, etc.)? <b>Note:</b> Answering yes to this question will cause several more input boxes to appear. This section of the form will be defined as part of Retail Item List Definition
Redemption?	Flags an item as an item to be used as a redemption premium for game centers. This flag, and redemption, will not be documented further in this manual
Units – Incoming	From the drop down list, select the unit of measure by which this item is to be purchased.
Units – Stock	From the drop down list, select the unit of measure by

	which this item is to be counted.
Factor - Stock	Enter a number representing the number of stocking units in an incoming purchase unit (e.g. <b>6</b> #10Cans per Case)
Units – Preparation	From the drop down list, select the unit of measure by which this item is to be measured when used in recipes.
Factor – Preparation	Enter a number representing the number of Prep Units in a stocking unit (e.g. <b>16</b> Ounces per Lb)
Cost Per Unit	Enter the cost per Purchase Unit for the item at the time you are setting up the system. This cost will be updated dynamically as items are received, sold, and counted
Last Price Change Date	Updated dynamically as new pricing occurs
Par Min/Max/Factor	<p>If you would like to use the system to automatically suggest an order for this item, enter the following:</p> <ul style="list-style-type: none"> <li>• Min – The minimum amount of an item below which the system should automatically suggest a reorder</li> <li>• Max – The “order to” quantity for this item. When the item is below the minimum, the system will suggest ordering to the maximum</li> </ul>
UPC	<p>If the Inventory Item will be sold at retail and can be scanned via a UPC code enter the UPC code here.</p> <p><b>Note</b> – use of UPC code and scanning is more thoroughly described in Retail Item setup.</p>
Prep Yield	<p>Enter the percentage of usable portion derived from the RAW product.</p> <p><b>Note:</b> A yield percentage would be LESS than 100% of preprocessing is required <b>prior</b> to portioning the recipe amount. Examples:</p> <ul style="list-style-type: none"> <li>• Peeling an onion</li> <li>• Cleaning and tearing lettuce</li> <li>• Cooking, trimming and slicing roast beef</li> </ul> <p>This is a critical measurement for items where preprocessing is required</p>
Vendor Purchasing and Price Information	
Priority	Used to sort multiple products from different vendors on this form
Vendor	From the drop down list, select a vendor that provides you with this Inventory item
Unit	<p>Defaults to the Incoming unit of measure defined in the item information above.</p> <p><b>Note-</b> Valid choices for this Unit will ONLY be the purchase/incoming unit, the stock unit or the prep unit. Any other measurement will cause Factor problems</p>
\$/Unit	Enter the current quoted price from the supplier. This

	field will be dynamically updated as prices change with new receipts
Price Date	This field will be dynamically updated as prices change with new receipts
Vendor Code	If the Vendor is using computerized product codes, enter the vendor product code here. Leave blank if you buy multiple brands from this vendor for the same product
Comment	Enter product name from vendor or any other valid comment
Active?	Check this box if this is an item you currently purchase from this supplier

## Recipes

Setting up recipes is the most arduous portion of inventory maintenance. It is important to be vigilant about what you set up, proper conversions of units of measure, and proper maintenance of size and type based recipes.

### Definition

Recipes are used to define the list of ingredients that comprise your Specialties in each of your Menu Groups. There is a direct correlation between your menu items and Recipes maintenance. Addons (items added to a standard Specialty) and Assembly Items (batch recipes like sauces and dressings) are defined elsewhere.

### What you will need to set up recipes (applies to all recipes)

1. Recipes should give provide the quantity produced of a recipe.
  - a. 1 serving for a menu portion
  - b. 64 Fluid Ounces for a component recipe that is subsequently used by the Fluid Ounce in other recipes
2. Define the relationship between the usage of an inventory item in a recipe and its stocking unit
  - a. 2 cups works fine for an item purchased by the gallon
  - b. 2 cups does NOT work for an item purchased by the pound (volume to weight conversion)
  - c. “a handful” doesn’t work
3. If the Yield % of an item is NOT 100%, please determine what the yield is.

#### Examples:

- a. If you measure out 5 Oz of ground beef, cook and serve, the yield % is 100 because you portioned PRIOR to cooking.
  - b. If you put 4 Oz of chopped onion on an item, but have to peel away 30% of the onion to get it in its final chopped form, you get a 70% yield.
    - i. Alternatively, you could call this 100% yield  
IF you wish to express this as 5 ½ ounces of onion, but that is harder to understand on reports.
4. For pizza toppings, you will need to define usage for several thresholds
    - a. Build your own usages by
      - i. Crust size/Type – i.e. a family Sicilian crust likely uses different quantities than a family traditional thin crust
    - b. Specialty pizzas by Crust Size/Type

Recipes maintenance can be accessed via the Inventory drop down menu or the set up check list as noted above. When either of these functions are invoked, the **Recipes** form will be displayed as follows:

In order to edit or create recipes, you must begin by selecting a **Menu Pad** using the drop down list at the top of the form. In many cases, there will only be a single choice available, and it will correspond to the menu you select during daily start up of POS operations.

## Recipe Maintenance with No Size and Type

Menu Pad Inventory Assignment for Specialties

Select a Menu Pad: **Main Menu** Addons Inventory List

Menu Pad: Main Menu Description: Main Menu

Group	Specialty Usage by	Type	Specialty
▶ Appetiz	None	S	▶ Wings
Salad	None	M	Nachos
Pasta	None	S	OnRings
Steaks	None	S	Mozz
Pizza	Size/Type	M	FrMush
Sandwich	Size	M	Garden
Meals	None	S	Caesar
Drinks	None	S	ChicCaes

Detail Refresh Unit / Cost Yield Use Order type On Prep?

Cost: 3.95

Price: 3.95

Food Cost:

## Recipe Maintenance with Size and Type

**Menu Pad Inventory Assignment for Specialties**

Select a Menu Pad: **Main Menu** Addons Inventory List

Menu Pad: Main Menu Description: Main Menu

Group	Specialty Usage by	Type	Specialty	Type
Appetiz	None	S	Cheese	Thin
Salad	None	M	Pepperoni	Pan
Pasta	None	S	Special	
Steaks	None	S	Meat	
Pizza	Size/Type	M	Italian	
Sandwich	Size	M	Bobs Specia	
Meals	None	S	Veggie	
Drinks	None	S	Bacon	
			Garlic	

Detail	Refresh	Unit / Cost	Yield	Small	Mediu	Large	4	5	6	Order type	On Prep?
Sauce-Tomato		oz	0.0158	100	1	2.5	4	5.5	8.5	0	
Cheese		oz	0.1083	100	2.5	5	8	11	14.5	0	
Dough Mix		oz	0.0134	100	4	8.5	13.5	18.25	23.75	0	
					0	0	0	0	0	0	
Cost:				0.34	0.69	1.11	1.52	2.02	0.00		
Price:				6.99	8.99	10.99	0.00	14.20	0.00		
Food Cost:				5%	8%	10%	0%	14%	0%		

### A Note Regarding Size and Type

When you select a Menu Pad for Recipe maintenance, the Groups which you have set up for the selected menu will automatically be displayed in the column labeled **Group**. The column labeled **Specialty Usage by** is not automatically populated. It is important that this set of selections be used properly in order to produce the correct inventory results. Following is a table explaining usage of the three options (None, Size, and Size/Type) and how it operates based on your menu's set up in Menu Painter:

Menu Painter Grp	None	Size	Size Type
Group does <u>not</u> use size or type (e.g. Entrees)	Valid Selection	Invalid	Invalid
Group uses Sizes (e.g. Fountain Beverages)	Invalid	Valid Selection	Invalid
Group uses Sizes and Types (e.g. Pizza)	Invalid	Valid – but assumes 1 recipe by size <u>regardless</u> of type. Good for sandwiches where type of bread doesn't change meat portion	Valid – 1 recipe per size and type. Good for pizzas where a large Sicilian may use different quantities than a large thin crust

Enter the Following Information:

Group	From the list of Groups in the top left hand section of the form, select a group for which you would like to enter or edit recipes. Specialties will be displayed in the top right hand portion of the form.
Specialty	From the list of Specialties within the selected group (displayed in the top right hand portion of the form), select the Specialty for which you would like to enter or edit recipes
Type	If the recipe you will be entering is Type specific, select the Type for which you will be entering data (type selection, if required, is found in the top right section of the form)
Detail	From the drop down box provided under the detail heading in the lower portion of the form, select an Inventory Item <u>or</u> Assembly Item to be used in this recipe. Items must be set up in advance using Inventory Item Maintenance and/or Assembly Item Maintenance. When an item is selected, the Preparation Unit of measure, the current Cost, and the Yield % will automatically be displayed. If the Unit or Yield % are incorrect, you can click on the <b>Detail</b> button, and the item will be displayed in a separate form for maintenance. <b><u>Caution!!! Changes made to an Inventory Item's Preparation Unit or Yield % will impact all recipes that use the item.</u></b>
Use or Size Label	Depending on whether the Group selected uses Sizes or not, a single column may be displayed adjacent to the Yield % column labeled <b>Use</b> or multiple columns detailing available sizes for the Specialty will be displayed. As a result, you may wish to add a single entry if sizes or not in use, or multiple entries if multiple sizes are available. Enter the quantity of the selected item to be used when this Specialty is ordered. The quantity should be expressed in terms of how many of the Unit displayed are used in the recipe (e.g. ounce, fluid oz., slice, etc.).
Order Type	If the selected Inventory Item is only used for a specific order type, select the order type from the drop down list. For example, a box may be used for Delivery orders, but not dine in. <b>Note:</b> If the same Inventory Item is used for different order types, you can enter the item in the recipe multiple times, selecting one valid Order Type to associate with each occurrence (e.g. Delivery and Carryout both would use a box)

On Prep	The POS application can print out the standard ingredient list with quantities for a Specialty item on your remote printers. This can assist the production crew in understanding how much of an item should be put on a particular Specialty ordered. If you wish to print the item name and quantity on your remote printer each time this Specialty is ordered, check this box
(Additional Items)	You can enter as many Inventory Items in your recipe as you wish to try by selecting the next Blank Detail line and following the same process described above for additional Items
Cost, Price and Food Cost	At the bottom of the detail form, you will find one or more columns showing you the total Cost of your recipe, the Price of the Specialty based on your Menu Painter entries, and the Food Cost expressed as a percentage (Cost divided by Price). As you complete Recipe maintenance for an item, check these numbers <b>carefully</b> . If the Cost, Price or Food Cost % are not what you expect, <b>review your recipe thoroughly</b> . Erroneous information entered during this function will proliferate during live operation.

### A Completed Recipe Using Sizes and Types

Menu Pad Inventory Assignment for Specialties

Select a Menu Pad: **Main Menu** Addons Inventory List

Menu Pad: Main Menu Description: Main Menu

Group	Specialty Usage by	Type	Specialty	Type
Appetiz	None	S	Cheese	Thin
Salad	None	M	Pepperoni	Pan
Pasta	None	S	Special	
Steaks	None	S	Meat	
Pizza	Size/Type	M	Italian	
Sandwich	Size	M	Bobs Specia	
Meals	None	S	Veggie	
Drinks	None	S	Bacon	
			Garlic	

Detail	Refresh	Unit / Cost	Yield	Small	Mediu	Large	4	5	6	Order type	On Prep?
Sauce-Tomato	oz	0.0158	100	1	2.5	4	5.5	8.5	0		✓
Cheese	oz	0.1083	100	2.5	5	8	11	14.5	0		✓
Dough Mix	oz	0.0134	100	4	8.5	13.5	18.25	23.75	0		✓
Salami	Slice	0.0193	100	2	4	8	10	14	0		✓
Pepperoni	Slice	0.0063	100	4	8	16	20	26	0		✓
<b>Cost:</b>				1.81	3.63	5.61	33.03	41.47	0.00		
<b>Price:</b>				9.45	13.75	16.80	0.00	20.95	0.00		
<b>Food Cost:</b>				19%	26%	33%	0%	198%	0%		